UN DEVELOPMENT ASSISTANCE PLAN (UNDAP) 2011-2016

RESULTS MONITORING SYSTEM

ANALYTICS

USER MANUAL

Version 2.4

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1. INTRODUCTION

The purpose of this document is to describe how the *Results Monitoring System (RMS)* application developed for the United Nations Developed Assistance Plan (UNDAP) Tanzania functions and to provide the necessary instructions to ensure successful work with the application. Use of this document and compliance with the standards specified herein is mandatory for anyone working with the mentioned application.

2. OVERVIEW

The United Nations Development Assistance Plan (UNDAP) is the business plan of 20 UN agencies, funds and programmes in Tanzania for the period July 2011 to June 2016. This 'One plan' for Tanzania supports the achievement of the international development goals, the Millennium Declaration and related Millennium Development Goals (MDGs), national development priorities which are consistent with the MDGs, and the realization of international human rights in the country, including the right to humanitarian assistance for refugees.

For the entire UN system to be able to plan, review and report systematically across the UN agencies – resident and non-resident – the UNDAP Results Monitoring System (RMS) has been developed. *RMS* is a scalable web-based user-friendly application that allows the UN agencies to plan, monitor and report against the common plan. *RMS* also provides a platform for bi-annual reviews, reporting of progress against the annual targets ascribed in the UNDAP M&E matrix.

The main objective of *RMS* is to facilitate UN agencies development of Annual Work Plans against their planned results and key actions in the UNDAP as well as provide a facility for them to report against planned results and targets.

RMS is a powerful tool to view activity and indicator data organized into lists, reports, and charts, present the data in the form analytical reports, memorize/save the reports, print them, and export them into PDF, MS Word and MS Excel format files.

RMS is designed to provide quick access to the activity and indicator data remotely via Internet. Once you have accessed the application, you can view the data stored in the database, add new data, edit existing ones, etc.

In the current design, *RMS* consists of two applications, which are:

- **Activity** – this application is designed to track the activities that are implemented in the country within the UNDAP framework. Once you have accessed this application, you are able to view activity details, track their implementation by different UN agencies, and create analytical reports in the List, Chart, and Report modules. Moreover, in this application you can add new activities or modify the information of existing activities through the built-in *Online Data Entry Module*.

- **Indicator -** this application is designed to track the indicators against which UNDAP performance is measured. Once you have accessed this application, you are able to view indicator details and create analytical reports in the List and Report modules. Moreover, in this application you can add new indicators or modify the information of existing indicators through the built-in *Online Data Entry Module*.

- **Resource Mobilization** – this application is designed to provide information about the resources (funds) mobilized by various UN agencies involved into the delivery of UNDAP. Once you have accessed this application, you are able to view resource mobilization details and create analytical reports in the Chart and Report modules.

RMS provides a web-based user interface and requires a web browser pre-installed.

3. WHO USES RMS APPLICATION?

The table below lists the groups of users that might be accessing and managing the RMS application:

Users Group	Who are they?	What they can do in RMS?
Administrators	UNDAP Tanzania RMS administrators	• Full access to the AWP, Mid-Year and Annual Review data stored in RMS. • Responsible for providing details in the activity application. • Exclusive rights to add and update the indicators data.
Regular Users	Members of UN, Working Group (WG) officers	• Responsible for adding and managing activities in AWP. • Responsible for adding and managing activities in Mid-Year Review. • Responsible for editing and updating activities in Annual Review.
WG Financial Specialist	Members of UN, Working Group (WG) financial officers	• Responsible for updating Financial Data in AWP. • Responsible for updating Financial Data in Mid-Year Review. • Responsible for updating Financial Data in Annual Review.
WG Lead	Members of UN, Working Group (WG) lead officers	• Responsible for editing and updating Working Group Summary Report in Mid-Year and Annual Review; • Responsible for editing and updating Target Status data in Annual Review; • Responsible for editing and updating the Cross Cutting Considerations data in AWP, Mid-Year and Annual Review.

For each user group, a specific role is assigned by the RMS system administrator, in accordance to the RMS requirements. Depending on the role, users get certain permissions to add, edit or modify and view entries in the RMS application.

Note: If you do not have enough permission to perform certain actions, please refer to your project coordinator or system administrator.

Besides the group listed above, customized groups may also be created on demand.

4. LOGGING INTO THE RMS APPLICATION

The starting screen of *RMS* is the *Login Screen*. The application requires to enter a valid username and password and then to submit them. The section below provides for the necessary instructions on logging into the *RMS* application.

In order to log into the application, follow the steps described below:

1. Provide the username and password in the appropriate fields on the *Login Screen* (Figure 1).
2. Click the **Login** button.

Note: The password is case sensitive.

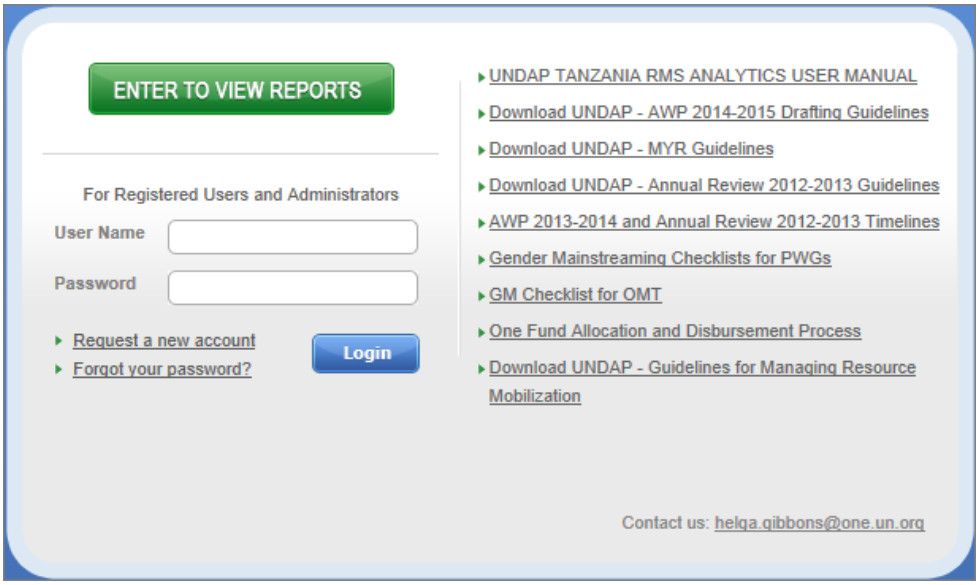
ENTER TO VIEW REPORTS
For Registered Users and Administrators
User Name
Password
Request a new account
Forgot your password?
Login
UNDAP TANZANIA RMS ANALYTICS USER MANUAL
Download UNDAP - AWP 2014-2015 Drafting Guidelines
Download UNDAP - MYR Guidelines
Download UNDAP - Annual Review 2012-2013 Guidelines
AWP 2013-2014 and Annual Review 2012-2013 Timelines
Gender Mainstreaming Checklists for PWGs
GM Checklist for OMT
One Fund Allocation and Disbursement Process
Download UNDAP - Guidelines for Managing Resource Mobilization
Contact us: helga.gibbons@one.un.org

Figure 1: RMS Application Login Screen

A successful login directs to the *My Portfolio* module of the *RMS* application.

Note: If you have forgotten your password, you can retrieve it by clicking the **Forgot your password?** link in the *Login Screen* and confirming your identity. After submitting your identity information, you will receive the password into the e-mail account indicated.

4.1 Registering for a Username and Password

New users can sign up for a username and password to start using the system.

In order to register in the system, follow the steps described below:

1. Click the **Request a New Account** link at the bottom of the *Login Screen*. A *User Registration Form* (Figure 2) will appear.
2. Fill in the information requested.
3. Click the **Submit** button to submit the information provided.

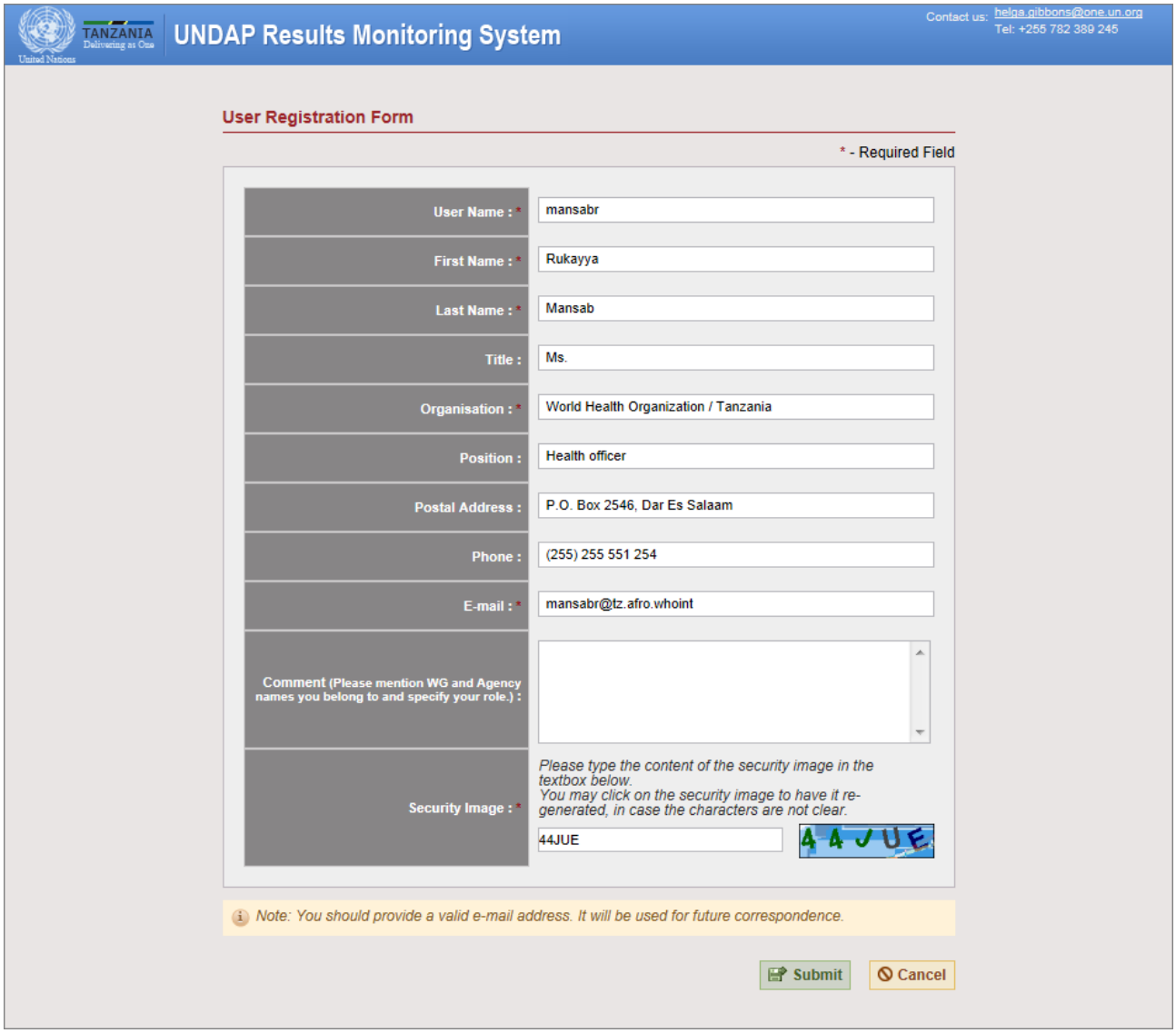
TANZANIA
Delivering as One
United Nations
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org
Tel: +255 782 389 245
User Registration Form
* - Required Field
User Name : *
mansabr
First Name : *
Rukayya
Last Name : *
Mansab
Title :
Ms.
Organisation : *
World Health Organization / Tanzania
Position :
Health officer
Postal Address :
P.O. Box 2546, Dar Es Salaam
Phone :
(255) 255 551 254
E-mail : *
mansabr@tz.afro.whoint
Comment (Please mention WG and Agency names you belong to and specify your role.) :
Security Image : *
Please type the content of the security image in the textbox below.
You may click on the security image to have it re-generated, in case the characters are not clear.
44JUE
Note: You should provide a valid e-mail address. It will be used for future correspondence.
Submit
Cancel

Figure 2: User Registration Form

Once you submit the registration form, the RMS administrator receives a notification. The administrator will review the information submitted and either approve the application or reject it. In case the application is approved, you will receive an e-mail message to the provided e-mail address. The e-mail will contain your login information details (user name and automatically generated password) and the link to the RMS login page.

Once logged in with the received username/password, you can manage your details, i.e. change personal data and the password. To edit personal details, log into the application, go to the My Profile section (Figure 3) and make the appropriate changes.

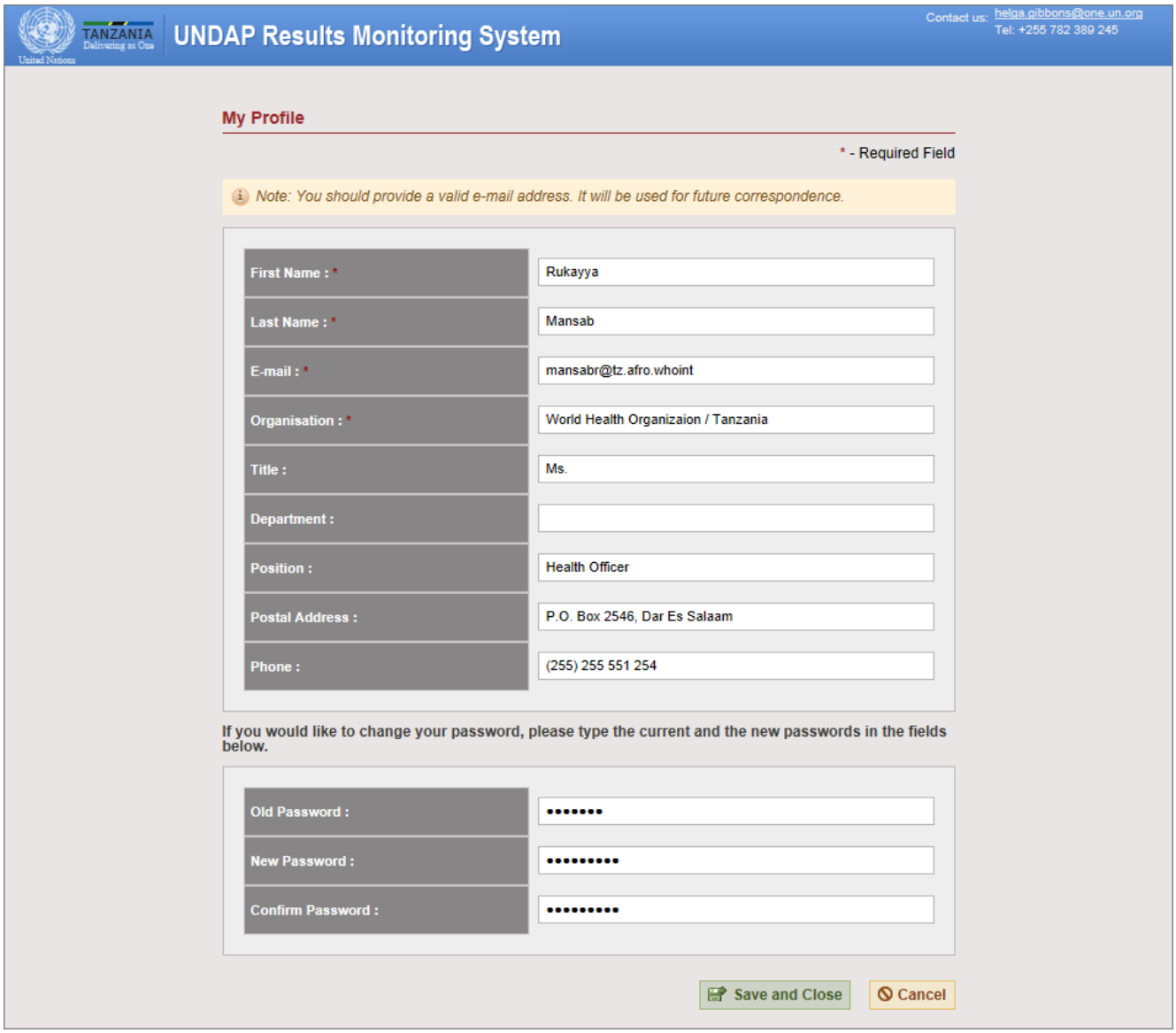

Figure 3: My Profile Section

4.2 Accessing RMS without Registration

To ensure more flexibility and to provide access to the activity and indicator data to a wider range of users, the system is designed in such a way that it allows public users to enter it without having to register for a username and password. Although, public users have access to the RMS, they are not eligible to view individual modules, i.e. *List* and *Chart*. They have access only to the *Report* module (see REPORT MODULE) where they can design different types of list reports. However, those cannot include costs data.

Public users wishing to view activity and indicator data should click the **ENTER TO VIEW REPORTS** button (Figure 1). They will be directed to the *Report* module of the *RMS* application.

5. RMS ANALYTICS STRUCTURE

RMS consists of the following main sections:

- MY PORTFOLIO MODULE – used for quick access to the annual work plans and reviews as well as mobilization resources.
- LIST MODULE – used to create and execute ad-hoc queries on the data and acquire results in the form of a list.
- CHART MODULE – used to filter and display the data in a chart form.
- REPORT MODULE – generates complex reports over one or more criteria and presents the output in the printable and user-friendly format.

RMS main window has a complex preview as it is shown in Figure 4.

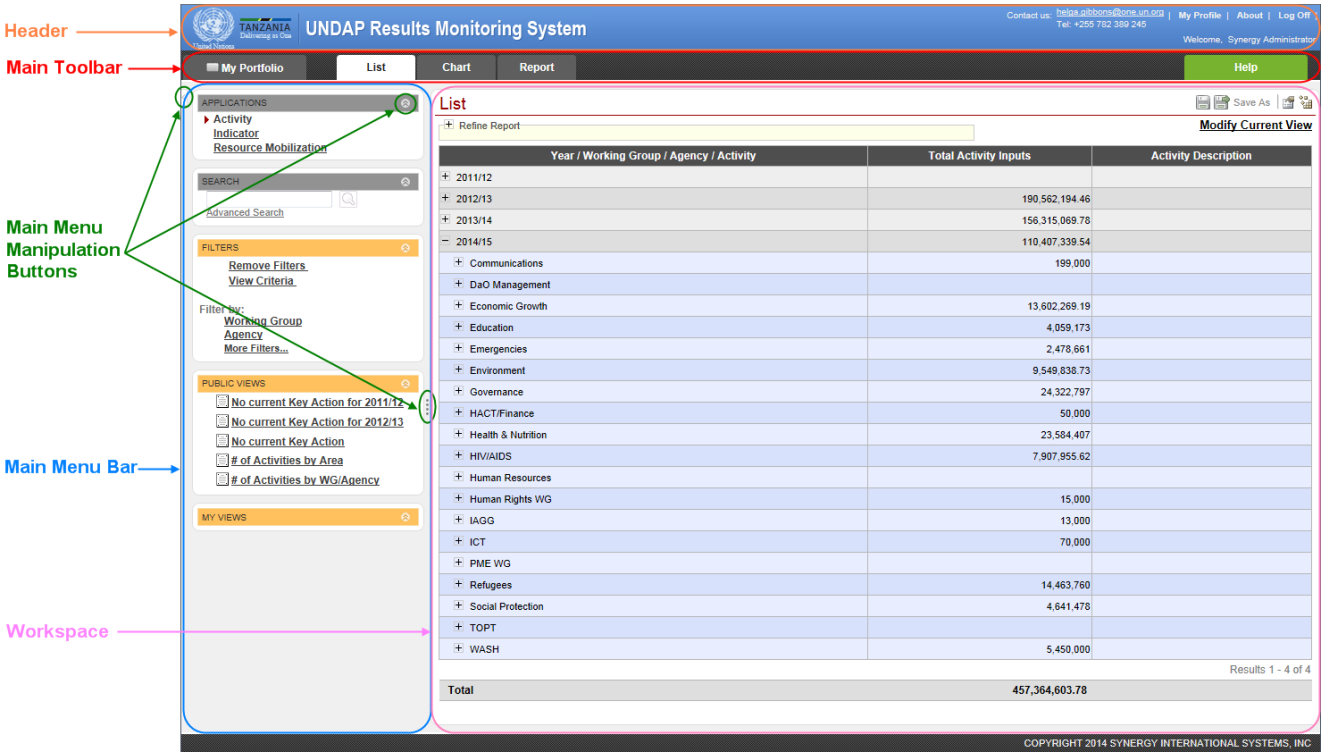

Figure 4: RMS Analytics Structure

It contains the following components:

Component Name	Description
Header	This is the application header that contains the application name and the UNDAP RMS logo. On the right side, the following functions are available: • **Contact us** – contact details (e-mail address and phone number) of the RMS System Administrator. • **My Profile** – this opens your personal settings and details. For

	details, see Registering for a Username and Password. • **About** – opens the RMS application information window. • **Log Off** – this button is used to log off the application.
Main Toolbar	This is the main toolbar of the RMS application. The following tabs are available here: • **My Portfolio** – opens MY PORTFOLIO MODULE to manage user specific annual work plans and reviews. • **List** – opens the LIST MODULE of the selected Application (see Main Menu description below). • **Chart** –opens the CHART MODULE. • **Report** - opens the REPORT MODULE. • **Help** – opens the RMS application help.
Main Menu Bar	This menu contains sections with main functions of the RMS application: • **Applications** – lists all applications present in RMS. • **Search** –contains a common and advanced search functions among the selected application list. For details, see SEARCH. • **Filters** – contains filtering options. For details, see FILTERING. • **Public Views/Charts/Reports** – memorized views / charts / reports (depending on the opened module) available to all users of the application. • **My Views/Charts/ Reports** – memorized views / charts / reports (depending on the opened module) created by and available to the current user only.
Main Menu Manipulation Buttons	• **Left/Right arrows** ( ) – used to hide/open the Main Menu bar. • **Up/Down arrows** ( ) – used to collapse/expand the section in the Main Menu bar. • **Frame Divider** – used to adjust the width of the Main Menu bar.
Workspace	In this frame all applications and modules are managed. Here are filtering and search results displayed.

6. MY PORTFOLIO MODULE

The *My Portfolio* module of the *RMS* application provides quick access to the Annual Work Plans created by different working groups responsible for common UN programmes as well as annual reviews and other associated information.

In order to access the *My Portfolio* module, click the **My Portfolio** tab in the *Main Menu* of the *RMS* application. Editing permissions for records in *My Portfolio* can be based on the user (whether the user has created the record) or user's Working Group (whether someone from the Working Group the user belongs to has created the record). All these permissions are granted and managed from RMS Administration Center (see *UNDAP Tanzania RMS Administration Center User Manual* in REFERENCES).

The *My Portfolio* module consists of the following sections:

- **Annual Work Plan** – this section lists the annual work plans of adopted UN programmes as created by the respective agency for a definite Working Group in the selected year. See Managing Annual Work Plans.
- **Mid-Year Review** - this section lists the mid-year reviews (made in December of the fiscal year) that are intended for reporting progress on activities and annual targets ascribed in the UNDAP M&E matrix, ensuring that annual targets are relevant and updated. See Managing Mid-Year Reviews.
- **Annual Review** – this section lists the annual reviews of adopted UN programmes as created by the respective agency for a definite Working Group in the selected year. See Providing Annual Reviews.
- **Resource Mobilization –** this section lists Resource Mobilization Action Plans (RMAP) that are intended for identifying funding gaps and mobilizing resources at country level according to the mapped donor environment and identified priority areas. See Managing Resource Mobilization.

6.1 Managing Annual Work Plans

The UN develops Annual Work Plans (AWPs) for each of the Programme, Operations, and Cross Cutting Working Groups of the UNDAP; running from July to the following June in alignment with government's fiscal cycle, enabling the UN to meaningfully participate in national and sub-national planning and review mechanisms.

The programme staff across UN agencies responsible for the development of AWPs is required to determine what **activities** will be carried out in line with the agreed key actions and how these will be implemented in terms of the **inputs** that will be necessary.

To view AWPs, the following information should be selected at the top of the Annual Work Plans section (Figure 5):

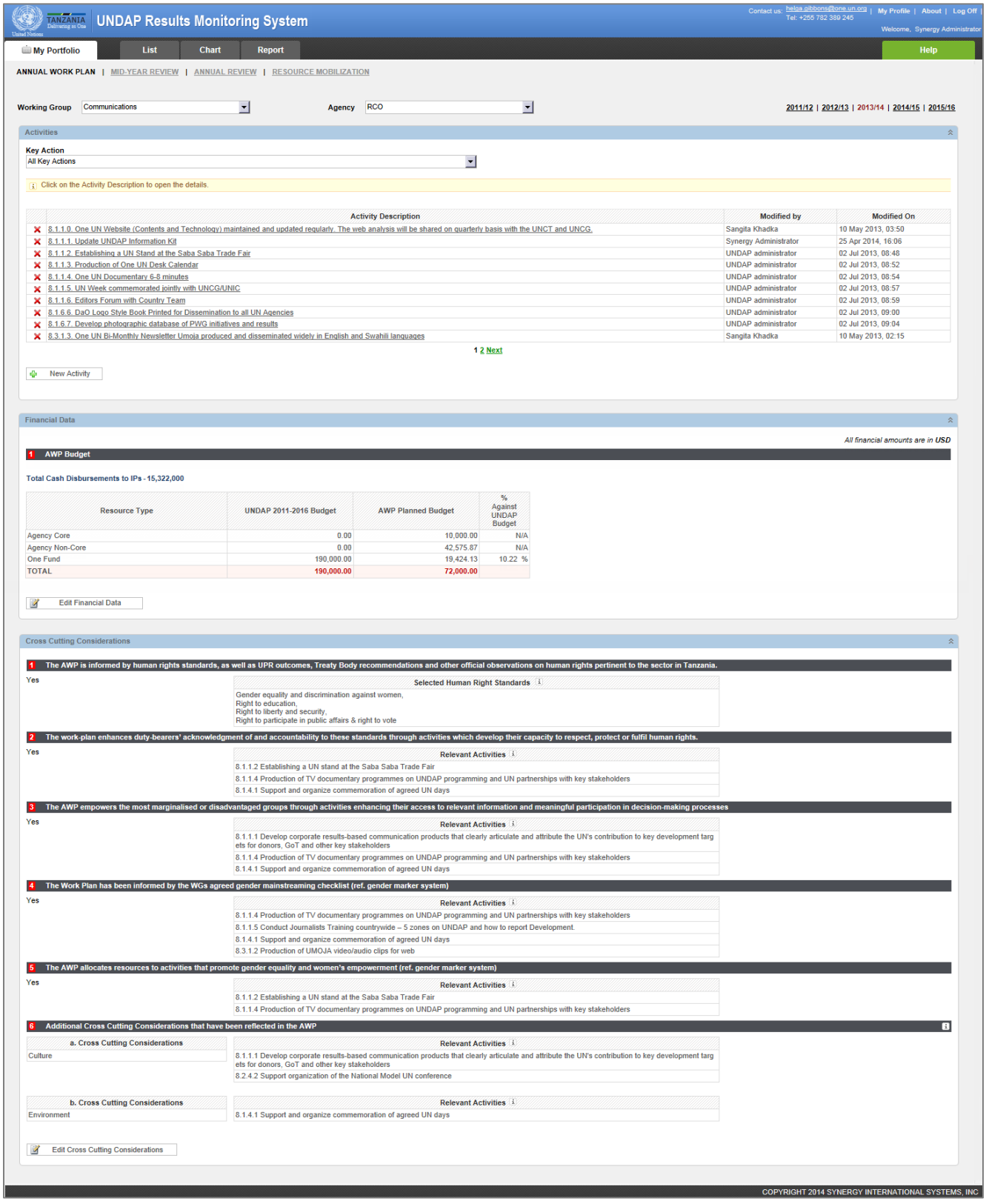
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
ANNUAL WORK PLAN | MID-YEAR REVIEW | ANNUAL REVIEW | RESOURCE MOBILIZATION
Working Group Communications
Agency RCO
2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16
Activities
Key Action
All Key Actions
Click on the Activity Description to open the details.
Activity Description
Modified by
Modified On
8.1.1.0. One UN Website (Contents and Technology) maintained and updated regularly. The web analysis will be shared on quarterly basis with the UNCT and UNCG. Sangita Khadka 10 May 2013, 03:50
8.1.1.1. Update UNDAP Information Kit Synergy Administrator 25 Apr 2014, 16:06
8.1.1.2. Establishing a UN Stand at the Saba Saba Trade Fair UNDAP administrator 02 Jul 2013, 08:48
8.1.1.3. Production of One UN Desk Calendar UNDAP administrator 02 Jul 2013, 08:52
8.1.1.4. One UN Documentary 6-8 minutes UNDAP administrator 02 Jul 2013, 08:54
8.1.1.5. UN Week commemorated jointly with UNCG/UNIC UNDAP administrator 02 Jul 2013, 08:57
8.1.1.6. Editors Forum with Country Team UNDAP administrator 02 Jul 2013, 08:59
8.1.6.6. DaO Logo Style Book Printed for Dissemination to all UN Agencies UNDAP administrator 02 Jul 2013, 09:00
8.1.6.7. Develop photographic database of PWG initiatives and results UNDAP administrator 02 Jul 2013, 09:04
8.3.1.3. One UN Bi-Monthly Newsletter Umoja produced and disseminated widely in English and Swahili languages Sangita Khadka 10 May 2013, 02:15
1 2 Next
New Activity
Financial Data
All financial amounts are in USD
1 AWP Budget
Total Cash Disbursements to IPs - 15,322,000
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
% Against UNDAP Budget
Agency Core 0.00 10,000.00 N/A
Agency Non-Core 0.00 42,575.87 N/A
One Fund 190,000.00 19,424.13 10.22 %
TOTAL 190,000.00 72,000.00
Edit Financial Data
Cross Cutting Considerations
1 The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania.
Yes
Selected Human Right Standards
Gender equality and discrimination against women,
Right to education,
Right to liberty and security,
Right to participate in public affairs & right to vote
2 The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfil human rights.
Yes
Relevant Activities
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.4.1 Support and organize commemoration of agreed UN days
3 The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes
Yes
Relevant Activities
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.4.1 Support and organize commemoration of agreed UN days
4 The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system)
Yes
Relevant Activities
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development.
8.1.4.1 Support and organize commemoration of agreed UN days
8.3.1.2 Production of UMOJA video/audio clips for web
5 The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system)
Yes
Relevant Activities
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
6 Additional Cross Cutting Considerations that have been reflected in the AWP
a. Cross Cutting Considerations
Culture
Relevant Activities
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
8.2.4.2 Support organization of the National Model UN conference
b. Cross Cutting Considerations
Environment
Relevant Activities
8.1.4.1 Support and organize commemoration of agreed UN days
Edit Cross Cutting Considerations
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Figure 5: Annual Work Plan Section in My Portfolio Module

- **Working Group** – lists the Working Groups created within the framework of the UNDAP and responsible for the implementation of adopted UN programmes. By selecting a

Working Group, you will see the Annual Work Plan submitted by the selected Working Group.

- **Agency** – lists the participating UN agencies relevant to selected Working Group.
- **Year** – you should select the fiscal year to view the AWPs for.

The *Annual Work Plan* section consists of the following sub-sections (Figure 5):

- **Activities** – lists the activities to be carried out. You should select a **Key Action** to display the activities for. Activities in the list are sorted according to the activity ID (e.g. 8.1.2.5) which is generated from outcome, output, key action and activity sort numbers. To add new activities, see Adding an Activity.
- **Financial Data** – provides information on the budget allocations, both UNDAP 2011-16 and AWP Planned Budget for the selected year, as well as AWP budget allocation by outcome. This sub-section consists of **AWP Budget** and **AWP Budget by Outcome**. For details, see Viewing AWP Financial Data.
- **Cross Cutting Considerations** – states the consideration of some critical cross-cutting themes included in the AWP by the working group. For details, see Updating AWP Cross Cutting Considerations.

To make the *Annual Work Plan* section easy-to-use, the above listed sub-sections may be expanded and collapsed as needed by using the arrows attached to each sub-section (Figure 5).

6.1.1 Adding an Activity

The UNDAP outcomes, outputs and key actions are agreed and defined in the UNDAP planning matrices, and therefore only activities and inputs need to be considered against the planned UNDAP key actions.

Each programme activity will require various inputs (Cash, Supply, Works, Services, and Consultancies). Agencies are encouraged to reflect their planned inputs as accurately as possible; this will assist budget calculations and feed into resource mobilization efforts for both Agency and One Fund resources. Moreover, forecasting of inputs should assist timely and effective implementation of procurement/human resource activities, with potential for increased efficiencies across the UN system in Tanzania.

To add a new activity from *My Portfolio* module, a pair of **Working Group** and the corresponding **Agency** should be selected, as well as the fiscal **Year** to add an activity for should be selected (Figure 5).

1. In the *Activities* sub-section, select the **Key Action** to add an activity for.
2. Click the **New Activity** button (Figure 6). This will open an **Add Activity** form which is described in the *Activity Application User Manual*, see REFERENCES.
3. Provide the information requested in the *Activity Form* and save it. The activity will be added to the *Activities* table in the *Activities* section.

To view the activity details, click the corresponding **Activity Description**. You will be directed to the *Details* section. For more information on what actions can be taken there, see DETAILS SECTION.

In order to remove an existing activity, click ✖ **(Delete Activity)** to the left of the selected activity (Figure 6).

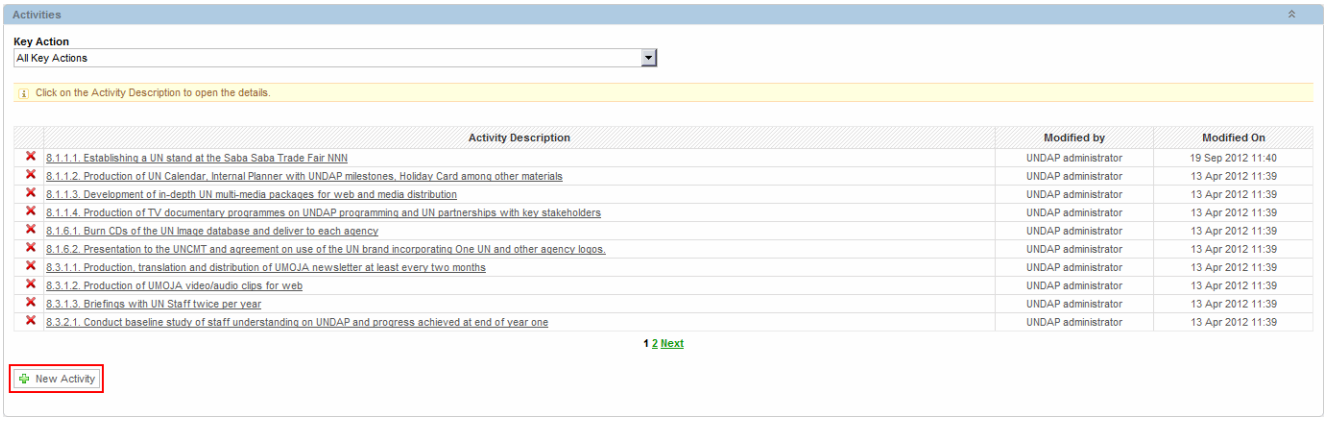

Activities
Key Action
All Key Actions
Click on the Activity Description to open the details.
Activity Description
Modified by
Modified On
8.1.1.1. Establishing a UN stand at the Saba Saba Trade Fair NNN
UNDAP administrator
19 Sep 2012 11:40
8.1.1.2. Production of UN Calendar, Internal Planner with UNDAP milestones, Holiday Card among other materials
UNDAP administrator
13 Apr 2012 11:39
8.1.1.3. Development of in-depth UN multi-media packages for web and media distribution
UNDAP administrator
13 Apr 2012 11:39
8.1.1.4. Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
UNDAP administrator
13 Apr 2012 11:39
8.1.6.1. Burn CDs of the UN image database and deliver to each agency
UNDAP administrator
13 Apr 2012 11:39
8.1.6.2. Presentation to the UNCMT and agreement on use of the UN brand incorporating One UN and other agency logos.
UNDAP administrator
13 Apr 2012 11:39
8.3.1.1. Production, translation and distribution of UMOJA newsletter at least every two months
UNDAP administrator
13 Apr 2012 11:39
8.3.1.2. Production of UMOJA video/audio clips for web
UNDAP administrator
13 Apr 2012 11:39
8.3.1.3. Briefings with UN Staff twice per year
UNDAP administrator
13 Apr 2012 11:39
8.3.2.1. Conduct baseline study of staff understanding on UNDAP and progress achieved at end of year one
UNDAP administrator
13 Apr 2012 11:39
1 2 Next
New Activity

Figure 6: Adding an Activity in AWP Section

6.1.2 Viewing AWP Financial Data

Data for this section is provided by Agency at Working Group level. Initial data entry should take place after the Activities, Inputs and Cross Cutting Considerations have been entered. Whilst the Quality Assurance on these latter components is being undertaken by the four WGs (Human Rights, Gender, PM&E and TOPT), agencies will be free to input their costs and resource requirements on the RMS for their section of the AWP.

In the *Financial Data* section, the budget allocation for the UNDAP activity years for all applicable resources is displayed.

Note: All amounts should be provided in USD.

The following information is displayed in the *AWP Budget* sub-section:

- **Total Cash Disbursements to IPs** - this field displays the total of the cash disbursements that the selected agency has made to the IPs.
- **UNDAP 2011-2016 Budget** – this column expresses the breakdown of the total UNDAP budget for the years of UNDAP Tanzania activity (currently it is 2011-2016) among the defined resources (see below).
- **AWP Planned Budget** - this column expresses the breakdown of the total AWP budget for the current fiscal year among the defined resources (see below).
- **% Against UNDAP Budget** – this column expresses the relation of the *AWP Planned Budget* towards the *UNDAP 2011-2016 Budget*.
- **TOTAL** – this value expresses the total of the UNDAP and AWP planned budgets for all resources in the selected fiscal year.

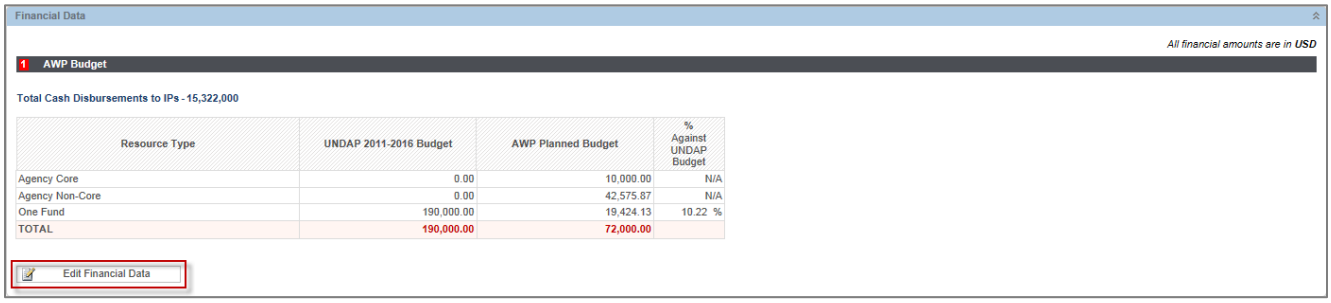

Financial Data
All financial amounts are in USD
1 AWP Budget
Total Cash Disbursements to IPs - 15,322,000
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
% Against UNDAP Budget
Agency Core 0.00 10,000.00 N/A
Agency Non-Core 0.00 42,575.87 N/A
One Fund 190,000.00 19,424.13 10.22 %
TOTAL 190,000.00 72,000.00
Edit Financial Data

Figure 7: Edit Financial Data Button in AWP Section

In the *Financial Data* section, the financial information is broken down by resources in the following way:

- **Agency Core** – funds provided by member states on a voluntary basis for core (and some programmatic) functions of the agency. These are allocated by headquarters to country offices. Only a few UN agencies can draw upon core funding.

- **Agency Non-Core** – supplementary funding for programmatic (and some core) functions of the agency. These are financed through resource mobilization efforts at headquarter, regional and country level. All UN agencies utilize non-core funding streams, although some rely more heavily on these than others.

- **One Fund** – money from the fund established to support the DaO UN reform agenda, and managed by the Multi-Partner Trust Fund (MDTF) Office. All UN agencies contributing to the UNDAP 2011-2016 in Tanzania benefitted from One Fund resources during the first year of implementation.

6.1.3 Updating AWP Financial Data

To update the financial data in the *AWP* section of *My Portfolio* module, a pair of **Working Group** and the corresponding **Agency** should be selected, as well as the fiscal **Year** to update the financial data for (Figure 5).

1. In the *Financial Data* sub-section, click the **Edit Financial Data** button (Figure 7). A new window will appear (Figure 8).
2. In the *AWP Budget* section, update the **AWP Planned Budget** amounts for each resource type (Core, Non-Core and One Fund). The values in the *% Against UNDAP Budget* column in the *AWP Budget* section will be adjusted accordingly.
   Note: All amounts should be provided in USD.
3. At the bottom of the *Updating AWP Financial Data* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Work Plan* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

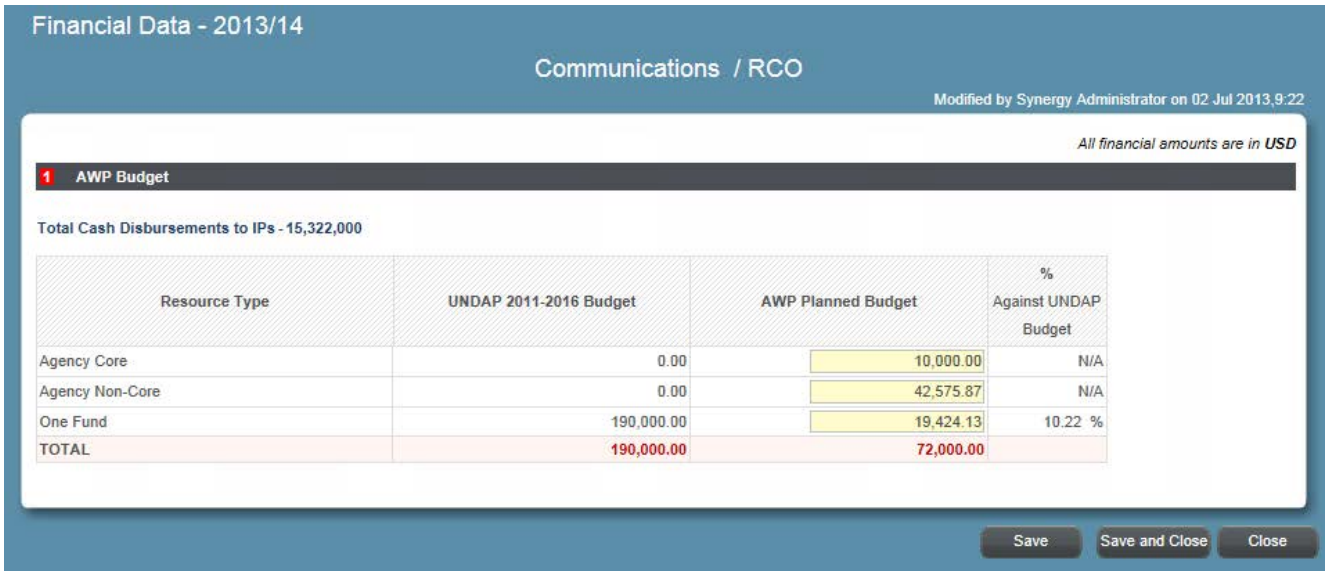


Figure 8: Updating AWP Financial Data

6.1.4 Updating AWP Cross Cutting Considerations

To further strengthen HRBA, Gender Equality and Women Empowerment approaches among WGs an integrated checklist has been created. This is for completion by the WG lead on behalf of the WG, following full consultation. The checklist is a series of questions; affirmative answers require reference to specific activities (and thereby funding) in the AWP. In future reporting, WGs will then be required to reflect on the results of those specific activities. This process should enable the capture of the value addition/extra dimensions of interventions that would otherwise go unheeded.

To update the cross cutting considerations in the AWP page of *My Portfolio* module, the **Working Group** should be selected. This will load the pre-defined cross cutting considerations for the selected Working Group. You should then select the fiscal **Year** to update the cross cutting considerations for (Figure 5).

To update the cross cutting considerations, follow the steps below:

1. In the *Cross Cutting Considerations* sub-section, click the **Edit Cross Cutting Considerations** button (Figure 9). A new window will appear (Figure 10).

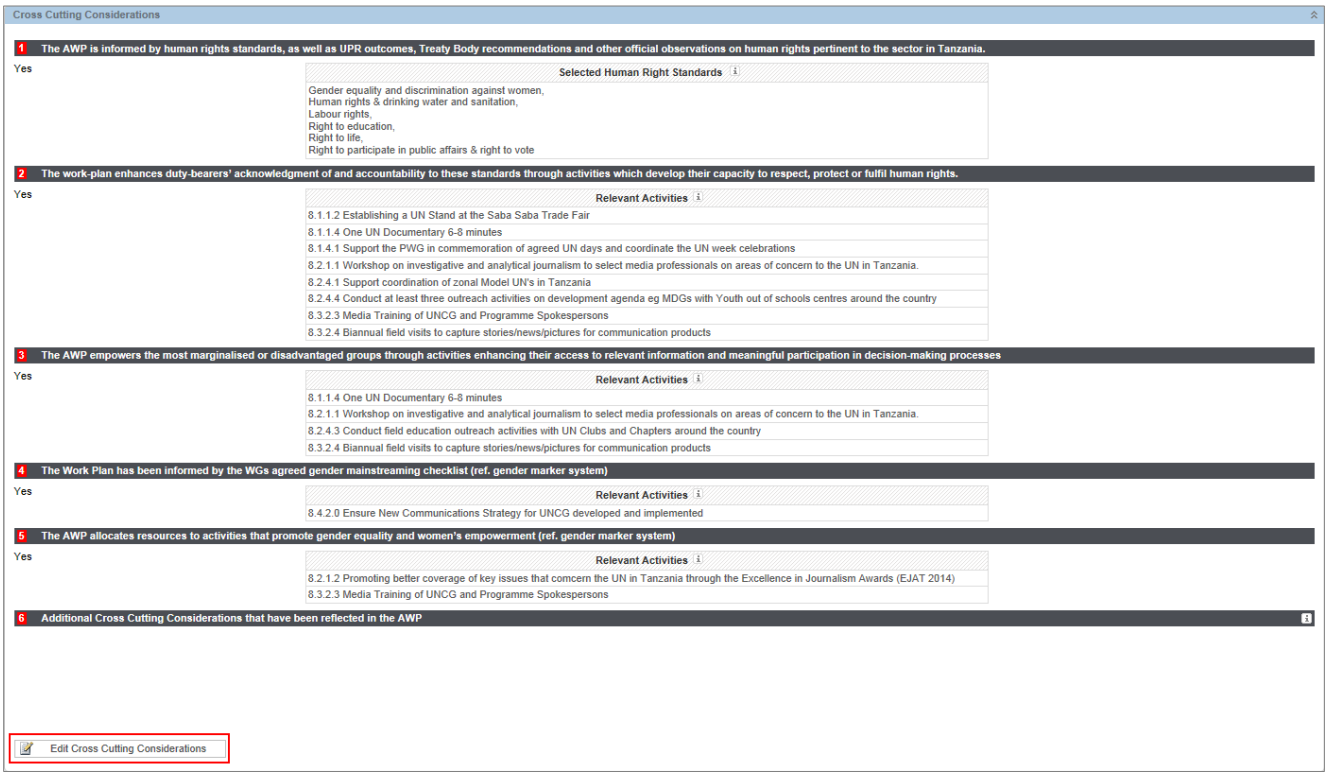

Cross Cutting Considerations
1 The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania.
Yes
Selected Human Right Standards
Gender equality and discrimination against women,
Human rights & drinking water and sanitation,
Labour rights,
Right to education,
Right to life,
Right to participate in public affairs & right to vote
2 The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfil human rights.
Yes
Relevant Activities
8.1.1.2 Establishing a UN Stand at the Saba Saba Trade Fair
8.1.1.4 One UN Documentary 6-8 minutes
8.1.4.1 Support the PWG in commemoration of agreed UN days and coordinate the UN week celebrations
8.2.1.1 Workshop on investigative and analytical journalism to select media professionals on areas of concern to the UN in Tanzania.
8.2.4.1 Support coordination of zonal Model UN's in Tanzania
8.2.4.4 Conduct at least three outreach activities on development agenda eg MDGs with Youth out of schools centres around the country
8.3.2.3 Media Training of UNCG and Programme Spokespersons
8.3.2.4 Biannual field visits to capture stories/news/pictures for communication products
3 The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes
Yes
Relevant Activities
8.1.1.4 One UN Documentary 6-8 minutes
8.2.1.1 Workshop on investigative and analytical journalism to select media professionals on areas of concern to the UN in Tanzania.
8.2.4.3 Conduct field education outreach activities with UN Clubs and Chapters around the country
8.3.2.4 Biannual field visits to capture stories/news/pictures for communication products
4 The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system)
Yes
Relevant Activities
8.4.2.0 Ensure New Communications Strategy for UNCG developed and implemented
5 The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system)
Yes
Relevant Activities
8.2.1.2 Promoting better coverage of key issues that comcern the UN in Tanzania through the Excellence in Journalism Awards (EJAT 2014)
8.3.2.3 Media Training of UNCG and Programme Spokespersons
6 Additional Cross Cutting Considerations that have been reflected in the AWP
Edit Cross Cutting Considerations

Figure 9: Edit Cross Cutting Considerations Button in AWP Section

2. Provide the following information:

Cross Cutting Considerations - 2012/13
Communications
Modified by Al-Amin Yusuph on 30 May 2013,4:02
* - Required Field
1 The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania. *
Yes No
Available Human Right Standards
Administration of justice & fair trial
Business & human rights
Conditions of detention
Cultural rights
Equality and discrimination, other or cumula
Human rights & drinking water and sanitatio
Selected Human Right Standards
Gender equality and discrimination against
Right to education
Right to liberty and security
Right to participate in public affairs & right to
Comment
2 The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfil human rights.
Yes No
Relevant Activities (max 20)
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.4.1 Support and organize commemoration of agreed UN days
8.2.1.1 Investigative and analytical journalism training to inservice journalists on key issues of concern to UN Tanzania
8.2.4.2 Support organization of the National Model UN conference
8.2.4.3 Coordinate with UN Clubs Tz Network and Youth out of school to undertake outreach to primary, secondary schools and universities to establish UN clubs and chapters
-- Select one --
Add
Comment
3 The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes *
Yes No
Relevant Activities (max 20)
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.4.1 Support and organize commemoration of agreed UN days
8.2.4.1 Support organization of regional Model UN's in Tanzania
8.2.4.2 Support organization of the National Model UN conference
8.2.4.3 Coordinate with UN Clubs Tz Network and Youth out of school to undertake outreach to primary, secondary schools and universities to establish UN clubs and chapters
-- Select one --
Add
Comment
4 The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system) *
Yes No
Relevant Activities (max 20)
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development.
8.1.4.1 Support and organize commemoration of agreed UN days
8.2.1.1 Investigative and analytical journalism training to inservice journalists on key issues of concern to UN Tanzania
8.2.4.1 Support organization of regional Model UN's in Tanzania
8.2.4.2 Support organization of the National Model UN conference
8.2.4.3 Coordinate with UN Clubs Tz Network and Youth out of school to undertake outreach to primary, secondary schools and universities to establish UN clubs and chapters
8.3.1.2 Production of UMOJA video/audio clips for web
-- Select one --
Add
Comment
5 The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system) *
Yes No
Relevant Activities (max 20)
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
8.1.4.1 Support and organize commemoration of agreed UN days
8.2.4.3 Coordinate with UN Clubs Tz Network and Youth out of school to undertake outreach to primary, secondary schools and universities to establish UN clubs and chapters
-- Select one --
Add
Comment
6 Additional Cross Cutting Considerations that have been reflected in the AWP
a. Cross Cutting Considerations
Culture
Relevant Activities (max 20)
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development.
8.1.4.1 Support and organize commemoration of agreed UN days
8.2.4.2 Support organization of the National Model UN conference
-- Select one --
Add
Comment
b. Cross Cutting Considerations
Environment
Relevant Activities (max 20)
8.1.4.1 Support and organize commemoration of agreed UN days
-- Select one --
Add
Comment
c. Cross Cutting Considerations
Comment
Save
Save and Close
Close

Figure 10: Reporting on Cross Cutting Considerations

Field Name	Description
The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania.	Upon affirmative answer, indicate the human right standards applicable. First, select the appropriate instance from the *Available* panel. Please, note that it is possible to select several available instances. Click the (**Select**) button. The selected instances will appear in the *Selected* panel. In order to remove the selected instances, select the instance that needs to be removed from the *Selected* panel. Click the (**Unselect**) button. The selected instance will be removed from the *Selected* panel. Provide additional **Comments**, if any.
The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfill human rights.	Upon affirmative answer, first specify the activities associated with this cross-cutting issue. For more information on how to list the applicable activities, see Adding Relevant Activities. Then provide additional **Comment**, if any.
The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes	Upon affirmative answer, first specify the activities associated with this cross-cutting issue. For more information on how to list the applicable activities, see Adding Relevant Activities. Then provide additional **Comment**, if any.
The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system)	Upon affirmative answer, first specify the activities associated with this cross-cutting issue. For more information on how to list the applicable activities, see Adding Relevant Activities. Then provide additional **Comment**, if any.
The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system)	Upon affirmative answer, first specify the activities associated with this cross-cutting issue. For more information on how to list the applicable activities, see Adding Relevant Activities. Then provide additional **Comment**, if any.
Additional Cross Cutting Considerations that have been reflected in the AWP	Upon affirmative answer, first specify the activities associated with this cross-cutting issue. For more information on how to list the applicable activities, see Adding Relevant Activities. Then provide additional **Comment**, if any.

3. At the bottom of the *Updating Cross Cutting Considerations* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Work Plan* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

Note: Once you provide information about the *AWP Cross Cutting Considerations*, it will be copied and displayed in the *Mid-Year Cross Cutting Considerations* (see Updating Mid-Year Cross Cutting Considerations) and *Annual Cross Cutting Considerations* (see Updating Annual Cross Cutting Considerations) sections.

6.1.4.1 Adding Relevant Activities

In order to add a relevant activity, follow the steps below:

1. Select the relevant activity from the *Activities* drop-down list. This list contains all activities defined for the selected Working Group.
2. Click the **Add** button.
3. Repeat the steps described above to add more relevant activities.

Note: The total number of activities defined per each cross-cutting issue should not exceed 20.

In order to remove a relevant activity from the list, click **(Remove from the list)** to the left of the selected relevant activity.

6.2 Managing Mid-Year Reviews

The UN has established a common process for reviews against Annual Work Plans (AWPs). One of the steps in the review process is providing mid-year report. The Mid-Year Review in December/January will report progress on activities and annual targets ascribed in the UNDAP M&E matrix, ensuring that annual targets are relevant and updated.

To view MYRs, the following information should be selected at the top of the *Mid-Year Review* section (Figure 11 and Figure 12):

- **Working Group** – lists the Working Groups created within the framework of the UNDAP and responsible for the implementation of adopted UN programmes. By selecting a Working Group, you will see the Annual Work Plan submitted by the selected Working Group.
- **Agency** – lists the participating UN agencies relevant to selected Working Group.
- **Year** – you should select the fiscal year to view the AWPs for.

The *Mid-Year Review* section consists of the following sub-sections (Figure 11 and Figure 12):

- **Activity Mid-Year Review** – lists the activities to be carried out. You should select a **Key Action** to display the activities for. Activities in the list are sorted according to the activity

ID (e.g. 8.1.2.5) which is generated from outcome, output, key action and activity sort numbers. To update the activity status, see Providing Activity Reviews.

- **Financial Data** – provides information on the planned budget as well as the resources allocated and spent in the current year. This sub-section consists of the **AWP Budget**, **Allocations and Expenditure**. For details, see Viewing MYR Financial Data.
- **Cross Cutting Considerations** – states the consideration of some critical cross-cutting themes included in the AWP by the working group. For details, see Updating Mid-Year Cross Cutting Considerations.
- **Working Group Summary Report** – is used to update the summary report for the selected Working Group. For details, see Viewing Working Group Mid-Year Summary Report.

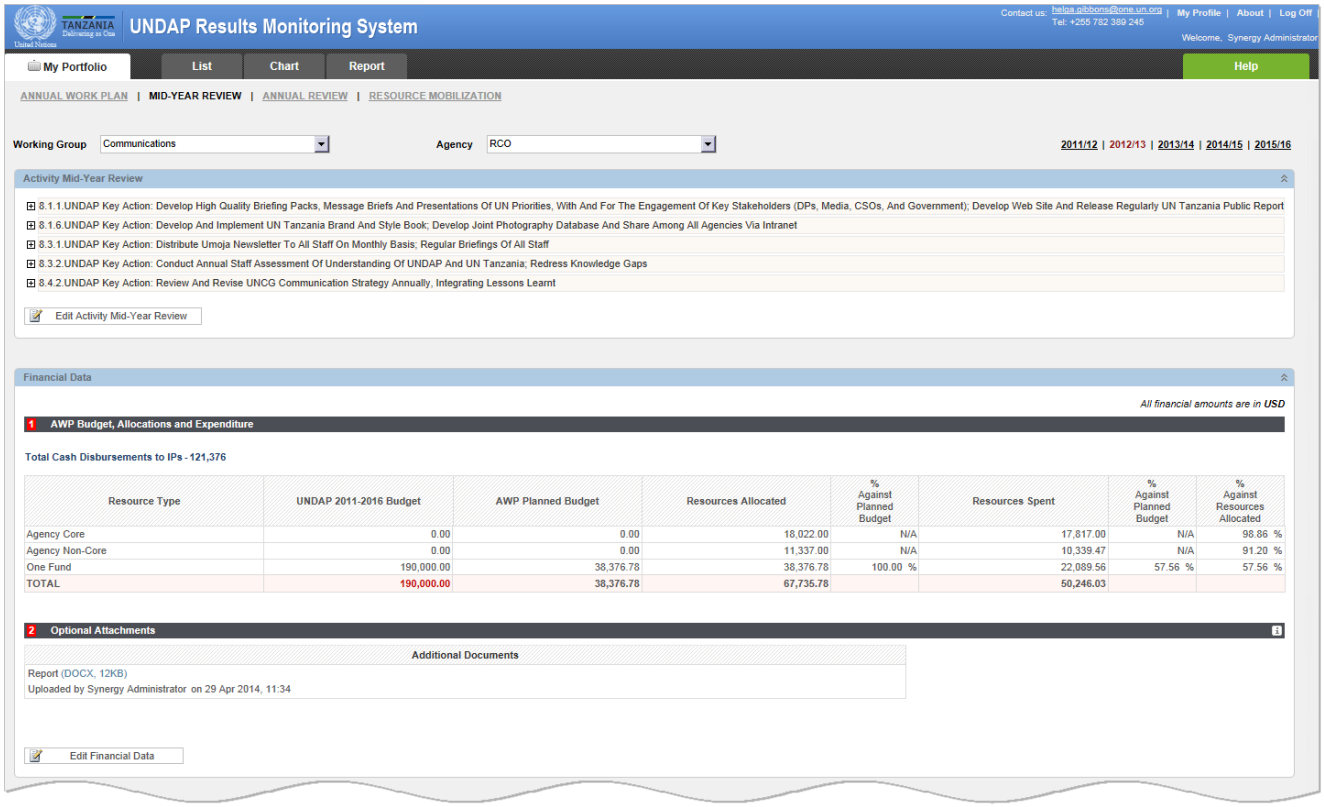
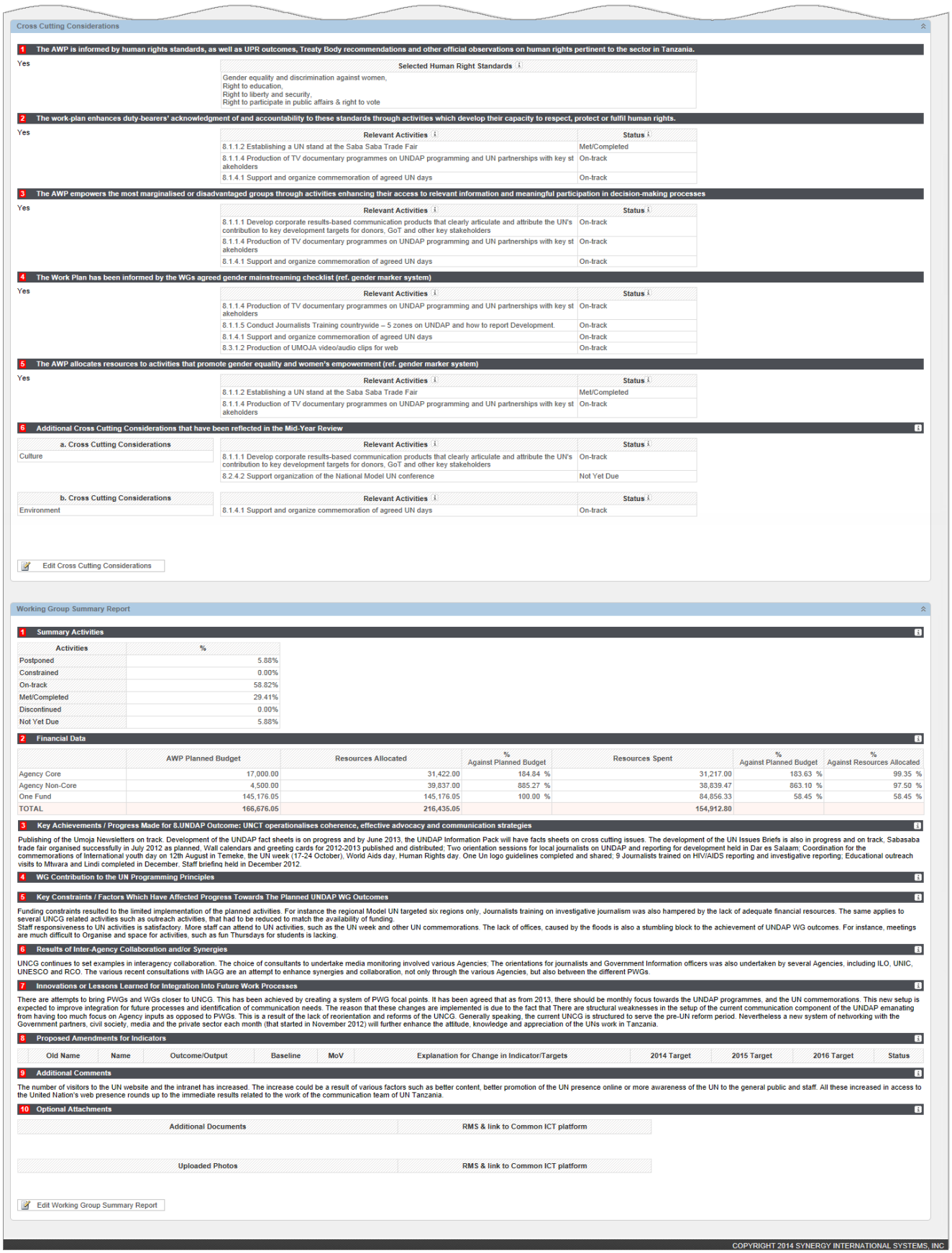

UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
ANNUAL WORK PLAN | MID-YEAR REVIEW | ANNUAL REVIEW | RESOURCE MOBILIZATION
Working Group Communications
Agency RCO
2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16
Activity Mid-Year Review
8.1.1.UNDAP Key Action: Develop High Quality Briefing Packs, Message Briefs And Presentations Of UN Priorities, With And For The Engagement Of Key Stakeholders (DPs, Media, CSOs, And Government); Develop Web Site And Release Regularly UN Tanzania Public Report
8.1.6.UNDAP Key Action: Develop And Implement UN Tanzania Brand And Style Book; Develop Joint Photography Database And Share Among All Agencies Via Intranet
8.3.1.UNDAP Key Action: Distribute Umoja Newsletter To All Staff On Monthly Basis; Regular Briefings Of All Staff
8.3.2.UNDAP Key Action: Conduct Annual Staff Assessment Of Understanding Of UNDAP And UN Tanzania; Redress Knowledge Gaps
8.4.2.UNDAP Key Action: Review And Revise UNCG Communication Strategy Annually, Integrating Lessons Learnt
Edit Activity Mid-Year Review
Financial Data
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type | UNDAP 2011-2016 Budget | AWP Planned Budget | Resources Allocated | % Against Planned Budget | Resources Spent | % Against Planned Budget | % Against Resources Allocated
Agency Core | 0.00 | 0.00 | 18,022.00 | N/A | 17,817.00 | N/A | 98.86 %
Agency Non-Core | 0.00 | 0.00 | 11,337.00 | N/A | 10,339.47 | N/A | 91.20 %
One Fund | 190,000.00 | 38,376.78 | 38,376.78 | 100.00 % | 22,089.56 | 57.56 % | 57.56 %
TOTAL | 190,000.00 | 38,376.78 | 67,735.78 | | 50,246.03 | |
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 11:34
Edit Financial Data

Figure 11: Mid-Year Review Section in My Portfolio Module – Part 1



Cross Cutting Considerations

1 The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania.

Yes

Selected Human Right Standards
Gender equality and discrimination against women, Right to education, Right to liberty and security, Right to participate in public affairs & right to vote

2 The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfil human rights.

Yes

Relevant Activities	Status
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair	Met/Completed
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders	On-track
8.1.4.1 Support and organize commemoration of agreed UN days	On-track

3 The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes

Yes

Relevant Activities	Status
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders	On-track
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders	On-track
8.1.4.1 Support and organize commemoration of agreed UN days	On-track

4 The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system)

Yes

Relevant Activities	Status
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders	On-track
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development.	On-track
8.1.4.1 Support and organize commemoration of agreed UN days	On-track
8.3.1.2 Production of UMOJA video/audio clips for web	On-track

5 The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system)

Yes

Relevant Activities	Status
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair	Met/Completed
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders	On-track

6 Additional Cross Cutting Considerations that have been reflected in the Mid-Year Review

a. Cross Cutting Considerations	Relevant Activities	Status
Culture	8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders	On-track
	8.2.4.2 Support organization of the National Model UN conference	Not Yet Due

b. Cross Cutting Considerations	Relevant Activities	Status
Environment	8.1.4.1 Support and organize commemoration of agreed UN days	On-track

Edit Cross Cutting Considerations

Working Group Summary Report

1 Summary Activities

Activities	%
Postponed	5.88%
Constrained	0.00%
On-track	58.82%
Met/Completed	29.41%
Discontinued	0.00%
Not Yet Due	5.88%

2 Financial Data

	AWP Planned Budget	Resources Allocated	% Against Planned Budget	Resources Spent	% Against Planned Budget	% Against Resources Allocated
Agency Core	17,000.00	31,422.00	184.84 %	31,217.00	183.63 %	99.35 %
Agency Non-Core	4,500.00	39,837.00	885.27 %	38,839.47	863.10 %	97.50 %
One Fund	145,176.05	145,176.05	100.00 %	84,856.33	58.45 %	58.45 %
TOTAL	166,676.05	216,435.05		154,912.80		

3 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies

Publishing of the Umoja Newsletters on track. Development of the UNDAP fact sheets is on progress and by June 2013, the UNDAP Information Pack will have facts sheets on cross cutting issues. The development of the UN Issues Briefs is also in progress and on track, Sabasaba trade fair organised successfully in July 2012 as planned, Wall calendars and greeting cards for 2012-2013 published and distributed; Two orientation sessions for local journalists on UNDAP and reporting for development held in Dar es Salaam; Coordination for the commemorations of International youth day on 12th August in Temeke, the UN week (17-24 October), World Aids day, Human Rights day. One Un logo guidelines completed and shared; 9 Journalists trained on HIV/AIDS reporting and investigative reporting; Educational outreach visits to Mtwara and Lindi completed in December. Staff briefing held in December 2012.

4 WG Contribution to the UN Programming Principles

5 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes

Funding constraints resulted to the limited implementation of the planned activities. For instance the regional Model UN targeted six regions only, Journalists training on investigative journalism was also hampered by the lack of adequate financial resources. The same applies to several UNCG related activities such as outreach activities, that had to be reduced to match the availability of funding.
Staff responsiveness to UN activities is satisfactory. More staff can attend to UN activities, such as the UN week and other UN commemorations. The lack of offices, caused by the floods is also a stumbling block to the achievement of UNDAP WG outcomes. For instance, meetings are much difficult to Organise and space for activities, such as fun Thursdays for students is lacking.

6 Results of Inter-Agency Collaboration and/or Synergies

UNCG continues to set examples in interagency collaboration. The choice of consultants to undertake media monitoring involved various Agencies; The orientations for journalists and Government Information officers was also undertaken by several Agencies, including ILO, UNIC, UNESCO and RCO. The various recent consultations with IAGG are an attempt to enhance synergies and collaboration, not only through the various Agencies, but also between the different PWGs.

7 Innovations or Lessons Learned for Integration Into Future Work Processes

There are attempts to bring PWGs and WGs closer to UNCG. This has been achieved by creating a system of PWG focal points. It has been agreed that as from 2013, there should be monthly focus towards the UNDAP programmes, and the UN commemorations. This new setup is expected to improve integration for future processes and identification of communication needs. The reason that these changes are implemented is due to the fact that There are structural weaknesses in the setup of the current communication component of the UNDAP emanating from having too much focus on Agency inputs as opposed to PWGs. This is a result of the lack of reorientation and reforms of the UNCG. Generally speaking, the current UNCG is structured to serve the pre-UN reform period. Nevertheless a new system of networking with the Government partners, civil society, media and the private sector each month (that started in November 2012) will further enhance the attitude, knowledge and appreciation of the UNs work in Tanzania.

8 Proposed Amendments for Indicators

Old Name	Name	Outcome/Output	Baseline	MoV	Explanation for Change in Indicator/Targets	2014 Target	2015 Target	2016 Target	Status

9 Additional Comments

The number of visitors to the UN website and the intranet has increased. The increase could be a result of various factors such as better content, better promotion of the UN presence online or more awareness of the UN to the general public and staff. All these increased in access to the United Nation's web presence rounds up to the immediate results related to the work of the communication team of UN Tanzania.

10 Optional Attachments

Additional Documents	RMS & link to Common ICT platform

Uploaded Photos	RMS & link to Common ICT platform

Edit Working Group Summary Report

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Figure 12: Mid-Year Review Section in My Portfolio Module – Part 2

6.2.1 Viewing MYR Financial Data

Data for this sub-section is generated according to the financial information provided in the *Annual Work Plan* section (see Managing Annual Work Plans). Here, mid-year review to the financial data should be provided.

The *Financial Data* section displays the following financial data:

- **AWP Budget, Allocations and Expenditure** - in this sub-section, the budget allocation for the UNDAP activity years for all applicable resources is displayed (see below). Here, you may also update the actual budget figures for each fiscal year.
- **Optional Attachments** – in this sub-section, the documents providing additional information about the MYR financial data can be uploaded.

Note: All amounts in the *Financial Data* section should be provided in USD.

The following information is displayed in the **AWP Budget, Allocations and Expenditures** sub-section:

- **Total Cash Disbursements to IPs** - this field displays the total of the cash disbursements that the selected agency has made to the IPs.
- **UNDAP 2011-2016 Budget** – this column expresses the breakdown of the total UNDAP budget for the years of UNDAP Tanzania activity (currently it is 2011-2016) among the defined resources (see below).
- **AWP Planned Budget** - this column expresses the breakdown of the total AWP budget for the current fiscal year among the defined resources (see below).
- **Resources Allocated** – this column expresses the breakdown of the allocated amounts for the current fiscal year among the defined resources (see below).
- **% Against Planned Budget** – this column expresses the relation of the *Resources Allocated* towards the *AWP Planned Budget*.
- **Resources Spent** - this column expresses the breakdown of the spent amounts for the current fiscal year among the defined resources (see below).
- **% Against Planned Budget** – this column expresses the relation of the *Resources Spent* towards the *AWP Planned Budget*.
- **% Against Resources Allocated** – this column expresses the relation of the *Resources Spent* towards the *Resources Allocated*.
- **TOTAL** – this value expresses the total of the *UNDAP 2011-2016 Budget*, *AWP Planned Budget*, *Resources Allocated* and *Resources Spent* for all resources in the selected fiscal year.

The **Optional Attachments** sub-section provides information about the title of the additional document uploaded, its format and size, as well as the name of the user who uploaded the file and timestamp assigned to it.

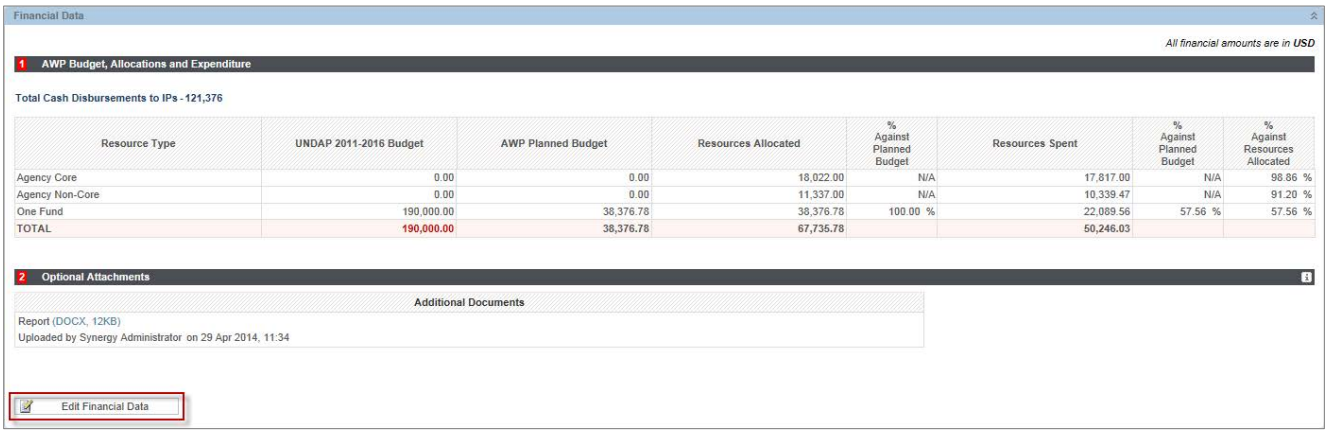
Financial Data
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 0.00 0.00 18,022.00 N/A 17,817.00 N/A 98.86 %
Agency Non-Core 0.00 0.00 11,337.00 N/A 10,339.47 N/A 91.20 %
One Fund 190,000.00 38,376.78 38,376.78 100.00 % 22,089.56 57.56 % 57.56 %
TOTAL 190,000.00 38,376.78 67,735.78 50,246.03
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 11:34
Edit Financial Data

Figure 13: Edit Financial Data Button in MYR Section

In the *Financial Data* section, the financial information is broken down by resources in the following way:

- **Agency Core** – funds provided by member states on a voluntary basis for core (and some programmatic) functions of the agency. These are allocated by headquarters to country offices. Only a few UN agencies can draw upon core funding.

- **Agency Non-Core** – supplementary funding for programmatic (and some core) functions of the agency. These are financed through resource mobilization efforts at headquarter, regional and country level. All UN agencies utilize non-core funding streams, although some rely more heavily on these than others.

- **One Fund** – money from the fund established to support the DaO UN reform agenda, and managed by the Multi-Partner Trust Fund (MDTF) Office. All UN agencies contributing to the UNDAP 2011-2016 in Tanzania benefitted from One Fund resources during the first year of implementation.

6.2.2 Updating Mid-Year Financial Data

To update the *Financial Data* in the *Mid-Year Review* section of *My Portfolio* module, a pair of **Working Group** and the corresponding **Agency** should be selected, as well as the fiscal **Year** to update the financial data for (Figure 11 and Figure 12).

1. In the *Financial Data* sub-section, click the **Edit Financial Data** button (Figure 13). A new window will appear (Figure 14).

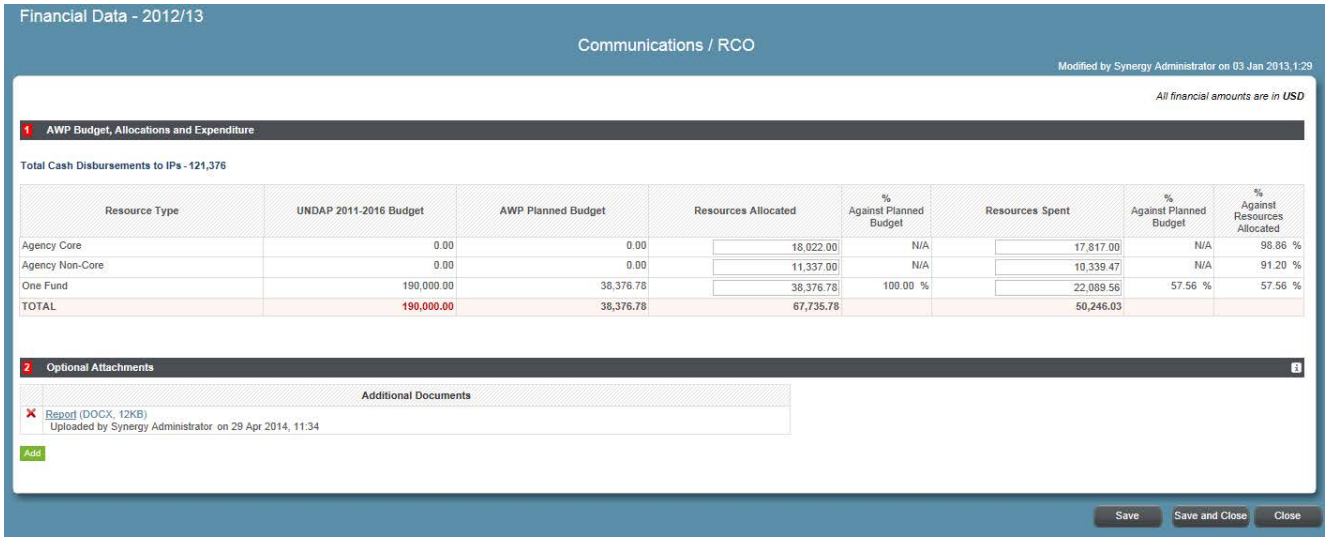
Financial Data - 2012/13
Communications / RCO
Modified by Synergy Administrator on 03 Jan 2013,1:29
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 0.00 0.00 18,022.00 N/A 17,817.00 N/A 98.86 %
Agency Non-Core 0.00 0.00 11,337.00 N/A 10,339.47 N/A 91.20 %
One Fund 190,000.00 38,376.78 38,376.78 100.00 % 22,089.56 57.56 % 57.56 %
TOTAL 190,000.00 38,376.78 67,735.78 50,246.03
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 11:34
Add
Save
Save and Close
Close

Figure 14: Updating Mid-Year Financial Data

2. Provide financial information about the amounts allocated and spent according to the resources (Agency Core, Agency Non-Core, and One Fund) in the **AWP Budget, Allocations and Expenditure** section. The **TOTAL** for this breakdown is calculated and displayed at the bottom of the table.
   Note: The **%** columns will show the relation of the amounts allocated and spent (**% Against Planned Budget**) towards planned budget and the relation of the spent amounts towards the allocated budget (**% Against Resources Allocated**). The values in these columns are automatically calculated.
3. Attach any documents that may provide additional information about the financial data. For more information on how to upload documents, see Managing Attachments.
4. At the bottom of the *Mid-Year Financial Data* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Mid-Year Review* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

6.2.2.1 Managing Attachments

This chapter outlines how to add, view and remove attachments.

6.2.2.1.1 Adding an Attachment

In order to attach a document and/or image, follow the steps below:

1. Click the **Add** button at the bottom of the field. You will be redirected to the respective *Add Document / Add Photo* form (Figure 15).
   Note: The *Add Document* form may vary depending on what section you are accessing it from (Figure 16). However, the main principles of attaching files are common.

2. Click the **Browse** button to locate the file that needs to be attached. Please note that the attachment size is limited to 5MB.
   Note: In order to remove a wrongly attached file, click the **Reset** button.
3. Enter the name for the document/image to be attached in the **Title** field. *This field is mandatory.*
4. Provide a short synopsis for the document being attached in the **Description** field.
5. For the selected document/image, provide information about the **RMS & link to Common ICT Platform**.
   Note: This field become available only when providing supporting documentation for the Working Group summary reports in the *Mid-Year Review* (see Managing Mid-Year Reviews) and *Annual Review* (see Providing Annual Reviews) sections.
6. Click the **OK** button to attach the file. The attached file will appear in the respective table.

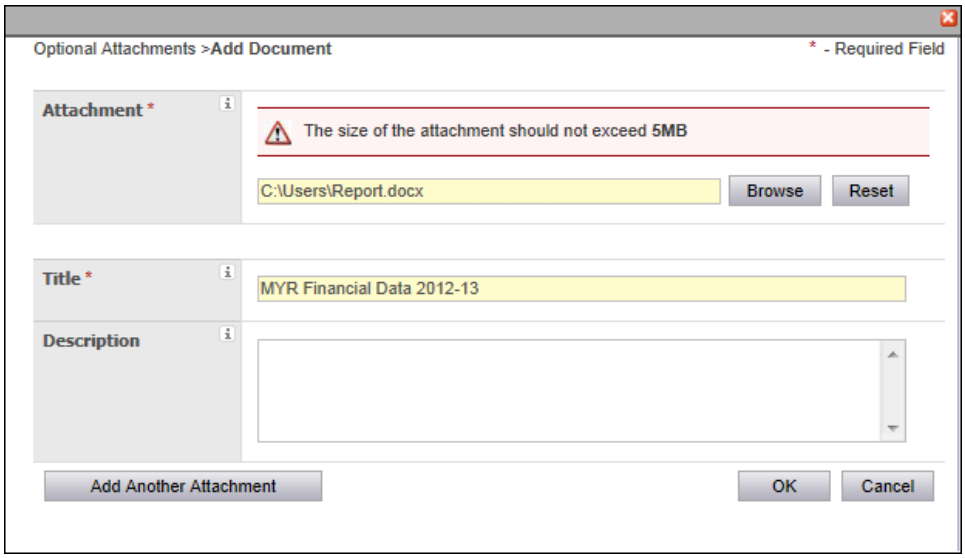

Figure 15: Adding an Optional Attachment

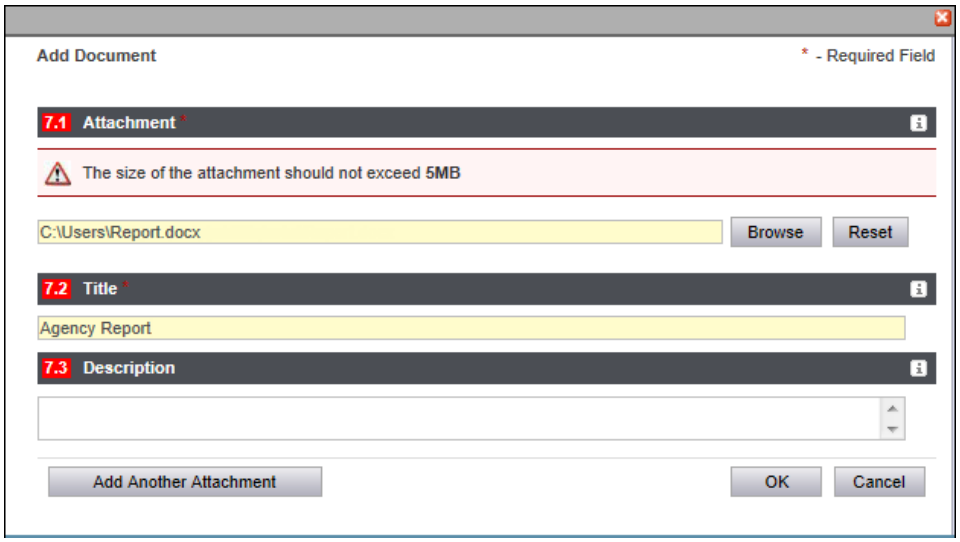

Figure 16: Adding a Non-Core Funds Document

In order to attach another file, please click the **Add Another Attachment** button and provide the information requested as described in the paragraphs above.

6.2.2.1.2 Viewing Attachments

In order to view an attachment, click the title of the corresponding attachment you wish to view. The attached file will be displayed in your browser or you may download it to the local PC.

6.2.2.1.3 Removing Attachments

In order to remove an attachment from the list, click the ✖ **(Delete)** button to the left of the selected record.

6.2.3 Updating Mid-Year Cross Cutting Considerations

In this sub-section, you can view the information about the cross cutting considerations. The information displayed here is provided in the *AWP Cross Cutting Considerations* sub-section (see Updating AWP Cross Cutting Considerations). In the *Mid-Year Cross Cutting Considerations* sub-section, you can only provide additional comments on the information displayed.

6.2.4 Viewing Working Group Mid-Year Summary Report

In this sub-section, analytical summary of performance, based upon inputs from UN agencies and relevant IPs may be seen, summary reports may be provided and related documents attached.

To view the *Working Group Summary Report* in the *Mid-Year Review* section of *My Portfolio* module, the **Working Group** should be selected. This will load the summary report for the selected Working Group. You should then select the fiscal **Year** to view/update the summary report for (Figure 17).

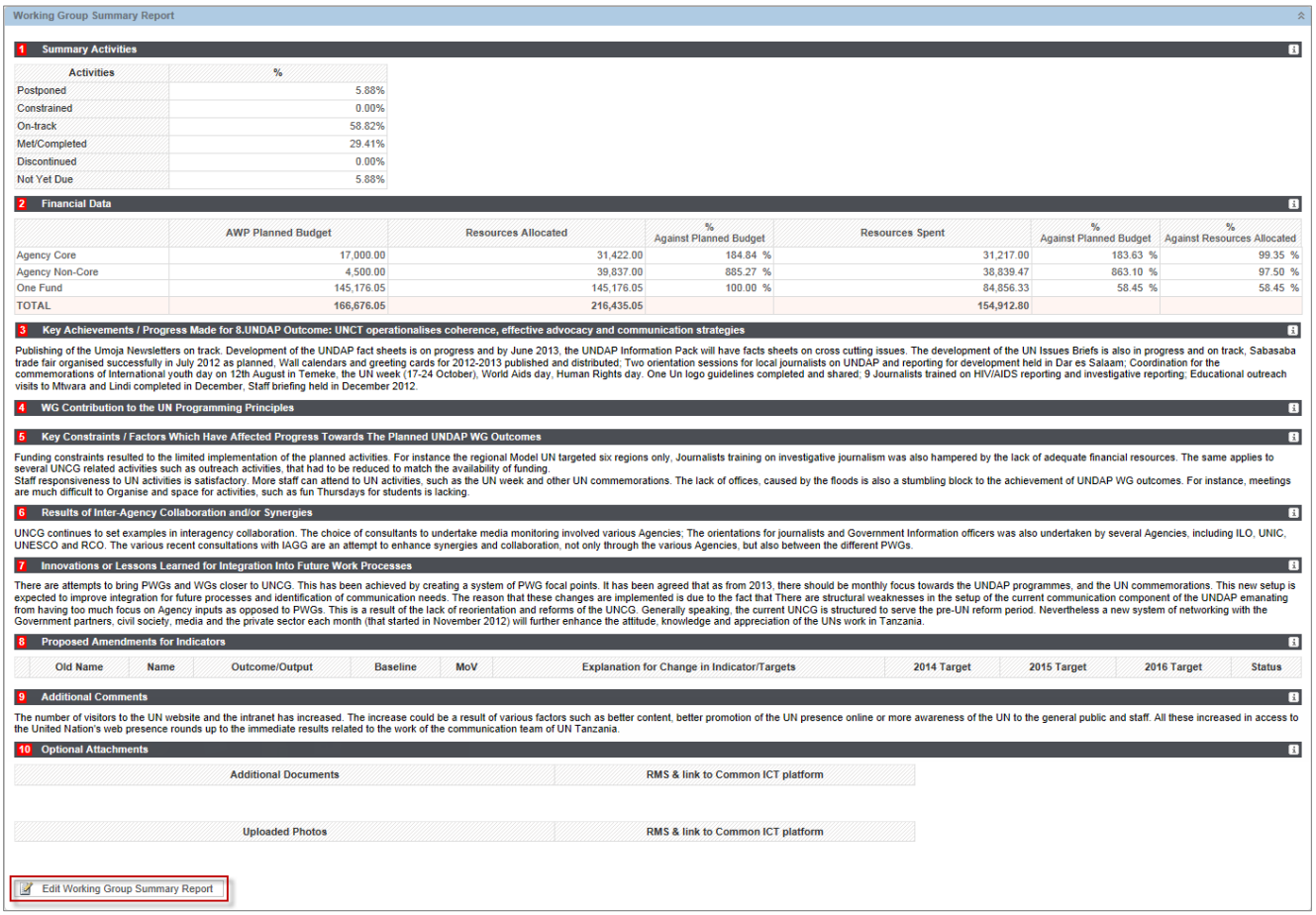
Working Group Summary Report
1 Summary Activities
Activities
%
Postponed
5.88%
Constrained
0.00%
On-track
58.82%
Met/Completed
29.41%
Discontinued
0.00%
Not Yet Due
5.88%
2 Financial Data
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 17,000.00 31,422.00 184.84 % 31,217.00 183.63 % 99.35 %
Agency Non-Core 4,500.00 39,837.00 885.27 % 38,839.47 863.10 % 97.50 %
One Fund 145,176.05 145,176.05 100.00 % 84,856.33 58.45 % 58.45 %
TOTAL 166,676.05 216,435.05 154,912.80
3 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Publishing of the Umoja Newsletters on track. Development of the UNDAP fact sheets is on progress and by June 2013, the UNDAP Information Pack will have facts sheets on cross cutting issues. The development of the UN Issues Briefs is also in progress and on track, Sabasaba trade fair organised successfully in July 2012 as planned, Wall calendars and greeting cards for 2012-2013 published and distributed; Two orientation sessions for local journalists on UNDAP and reporting for development held in Dar es Salaam; Coordination for the commemorations of International youth day on 12th August in Temeke, the UN week (17-24 October), World Aids day, Human Rights day. One Un logo guidelines completed and shared; 9 Journalists trained on HIV/AIDS reporting and investigative reporting; Educational outreach visits to Mtwara and Lindi completed in December, Staff briefing held in December 2012.
4 WG Contribution to the UN Programming Principles
5 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes
Funding constraints resulted to the limited implementation of the planned activities. For instance the regional Model UN targeted six regions only, Journalists training on investigative journalism was also hampered by the lack of adequate financial resources. The same applies to several UNCG related activities such as outreach activities, that had to be reduced to match the availability of funding.
Staff responsiveness to UN activities is satisfactory. More staff can attend to UN activities, such as the UN week and other UN commemorations. The lack of offices, caused by the floods is also a stumbling block to the achievement of UNDAP WG outcomes. For instance, meetings are much difficult to Organise and space for activities, such as fun Thursdays for students is lacking.
6 Results of Inter-Agency Collaboration and/or Synergies
UNCG continues to set examples in interagency collaboration. The choice of consultants to undertake media monitoring involved various Agencies; The orientations for journalists and Government Information officers was also undertaken by several Agencies, including ILO, UNIC, UNESCO and RCO. The various recent consultations with IAGG are an attempt to enhance synergies and collaboration, not only through the various Agencies, but also between the different PWGs.
7 Innovations or Lessons Learned for Integration Into Future Work Processes
There are attempts to bring PWGs and WGs closer to UNCG. This has been achieved by creating a system of PWG focal points. It has been agreed that as from 2013, there should be monthly focus towards the UNDAP programmes, and the UN commemorations. This new setup is expected to improve integration for future processes and identification of communication needs. The reason that these changes are implemented is due to the fact that There are structural weaknesses in the setup of the current communication component of the UNDAP emanating from having too much focus on Agency inputs as opposed to PWGs. This is a result of the lack of reorientation and reforms of the UNCG. Generally speaking, the current UNCG is structured to serve the pre-UN reform period. Nevertheless a new system of networking with the Government partners, civil society, media and the private sector each month (that started in November 2012) will further enhance the attitude, knowledge and appreciation of the UNs work in Tanzania.
8 Proposed Amendments for Indicators
Old Name
Name
Outcome/Output
Baseline
MoV
Explanation for Change in Indicator/Targets
2014 Target
2015 Target
2016 Target
Status
9 Additional Comments
The number of visitors to the UN website and the intranet has increased. The increase could be a result of various factors such as better content, better promotion of the UN presence online or more awareness of the UN to the general public and staff. All these increased in access to the United Nation's web presence rounds up to the immediate results related to the work of the communication team of UN Tanzania.
10 Optional Attachments
Additional Documents
RMS & link to Common ICT platform
Uploaded Photos
RMS & link to Common ICT platform
Edit Working Group Summary Report

Figure 17: Edit Working Group Summary Report Button in Mid-Year Review Section

The *Working Group Summary Reports* sub-section provides the following information:

Field Name	Description
Summary Activities	This is the status summary of the Working Group activities in the selected fiscal year. For details on statuses, see Providing Activity Reviews.
Financial Data	The information in the *Financial Data* section is drawn up from the data provided in the *Mid-Year Financial Data* sub-section (see Updating Mid-Year Financial Data). The information displayed here includes the following: • **AWP Planned Budget** - this column expresses the breakdown of the total AWP budget for the current fiscal year among the defined resources (see below). • **Resources Allocated** – this column expresses the breakdown of the allocated amounts for the current fiscal year among the defined resources (see

	below). • **% Against Planned Budget** – this column expresses the relation of the *Resources Allocated* towards the *AWP Planned Budget*. • **Resources Spent** - this column expresses the breakdown of the spent amounts for the current fiscal year among the defined resources (see below). • **% Against Planned Budget** – this column expresses the relation of the *Resources Spent* towards the *AWP Planned Budget*. • **% Against Resources Allocated** – this column expresses the relation of the *Resources Spent* towards the *Resources Allocated*. • **TOTAL** – this value expresses the total of the *AWP Planned Budget*, *Resources Allocated* and *Resources Spent* for all resources in the selected fiscal year.
Key Achievements / Progress Made for UNDAP Outcome [OutcomeName]	The Working Group key one UN policy advice and cross cutting considerations for the selected fiscal year is shown here. **Note:** This field will repeat for all the outcomes that the selected Working Group (WG) has.
WG Contribution to the UN Programming Principles	The WG contribution to support Development, Human Rights Protection and Promotion mechanisms as well as establishment of Humanitarian Context in Tanzania should be described here.
Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes	The information on the factors that delayed the progress towards the UNDAP WG outcomes/outputs is shown here.
Results of Inter-Agency Collaboration and/or Synergies	Results of the cases of the inter-agency collaboration and/or synergies are shown here.
Innovations or Lessons Learned for Integration Into Future Work Processes	The lessons that were learnt and will be included in the AWP for the coming year are shown here.
Proposed Amendments for Indicators	Contains information about proposed or revised outcomes / outputs. The following information is displayed for each addition/revision: • **Old Name** – indicates the previous name of the indicator. • **Name** – indicates whether it is an addition or revision to the outcome/output indicator, its Sort ID

	and name. • **Outcome/Output** – shows the outcome/output name the change refers to. • **Baseline** – displays the baseline value for the output/outcome. • **MoV** – describes the means of verification for the outcome/output. • **2012-2016 Target** – these columns show the targets meant to be reached in each year of the UNDAP implementation. • **Status** – indicates the current state addition/revision is in. The following options are available: **Submitted**, **Accepted**, and **Not Accepted**. To view the details of the added or revised outcome / output, click its name. Please note that you can view the details of the submitted indicators. The indicators in all other statuses will appear in the read-only mode. For instructions on how to provide outcome/output addition or revision, see Updating Working Group Mid-Year Summary Report.
Additional Comments	General comments on the working group activity in the selected fiscal year are shown here.
Optional Attachments	Any Working Group activity in the selected fiscal year related documents and/or images are available here.

6.2.5 Updating Working Group Mid-Year Summary Report

In order to update the mid-year summary report provided by the Working Group, follow the steps below:

1. In the *Working Group Summary Report* section, click the **Edit Working Group Summary Report** button (Figure 17). The *Working Group Summary Report* form will open (Figure 18).
   Note: Some fields in this form are not editable and only provide statistical information. For details on such fields, see Viewing Working Group Mid-Year Summary Report.

Working Group Summary Report - 2012/13
Communications - 2012/13
Modified by Al-Amin Yusuph on 30 May 2013,7:20
* - Required Field
1 Summary Activities
Activities | %
Postponed | 5.88%
Constrained | 0.00%
On-track | 58.82%
Met/Completed | 29.41%
Discontinued | 0.00%
Not Yet Due | 5.88%
2 Financial Data
AWP Planned Budget | Resources Allocated | % Against Planned Budget | Resources Spent | % Against Planned Budget | % Against Resources Allocated
Agency Core | 17,000.00 | 31,422.00 | 184.84 % | 31,217.00 | 183.63 % | 99.35 %
Agency Non-Core | 4,500.00 | 39,837.00 | 885.27 % | 38,839.47 | 863.10 % | 97.50 %
One Fund | 145,176.05 | 145,176.05 | 100.00 % | 84,856.33 | 58.45 % | 58.45 %
TOTAL | 166,676.05 | 216,435.05 | | 154,912.80 |
3 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies *
Publishing of the Umoja Newsletters on track. Development of the UNDAP fact sheets is on progress and by June 2013, the UNDAP Information Pack will have facts sheets on cross cutting issues. The development of the UN Issues Briefs is also in progress and on track, Sabasaba trade fair organised successfully in July 2012 as planned, Wall calendars and greeting cards for 2012-2013 published and distributed; Two orientation sessions for local journalists on UNDAP and reporting for development held in Dar es Salaam; Coordination for the commemorations of International youth day on 12th August in Temeke, the UN week (17-24 October), World Aids day, Human Rights day. One Un logo guidelines completed and shared; 9 Journalists trained on HIV/AIDS reporting and investigative reporting; Educational outreach visits to Mtwara and Lindi completed in December; Staff briefing held in December 2012.
4 WG Contribution to the UN Programming Principles *
5 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes *
Funding constraints resulted to the limited implementation of the planned activities. For instance the regional Model UN targeted six regions only, Journalists training on investigative journalism was also hampered by the lack of adequate financial resources. The same applies to several UNCG related activities such as outreach activities, that had to be reduced to match the availability of funding.
Staff responsiveness to UN activities is satisfactory. More staff can attend to UN activities, such as the UN week and other UN commemorations. The lack of offices, caused by the floods is also a stumbling block to the achievement of UNDAP WG outcomes. For instance, meetings are much difficult to Organise and space for activities, such as fun Thursdays for students is lacking.
6 Results of Inter-Agency Collaboration and/or Synergies *
UNCG continues to set examples in interagency collaboration. The choice of consultants to undertake media monitoring involved various Agencies; The orientations for journalists and Government Information officers was also undertaken by several Agencies, including ILO, UNIC, UNESCO and RCO. The various recent consultations with IAGG are an attempt to enhance synergies and collaboration, not only through the various Agencies, but also between the different PWGs.
7 Innovations or Lessons Learned for Integration Into Future Work Processes *
There are attempts to bring PWGs and WGs closer to UNCG. This has been achieved by creating a system of PWG focal points. It has been agreed that as from 2013, there should be monthly focus towards the UNDAP programmes, and the UN commemorations. This new setup is expected to improve integration for future processes and identification of communication needs. The reason that these changes are implemented is due to the fact that There are structural weaknesses in the setup of the current communication component of the UNDAP emanating from having too much focus on Agency inputs as opposed to PWGs. This is a result of the lack of reorientation and reforms of the UNCG. Generally speaking, the current UNCG is structured to serve the pre-UN reform period. Nevertheless a new system of networking with the Government partners, civil society, media and the private sector each month (that started in November 2012) will further enhance the attitude, knowledge and appreciation of the UNs work in Tanzania.
8 Proposed Amendments for Indicators
Old Name | Name | Outcome/Output | Baseline | MoV | Explanation for Change in Indicator/Targets | 2014 Target | 2015 Target | 2016 Target | Status
Addition | Revision
9 Additional Comments
The number of visitors to the UN website and the intranet has increased. The increase could be a result of various factors such as better content, better promotion of the UN presence online or more awareness of the UN to the general public and staff. All these increased in access to the United Nation's web presence rounds up to the immediate results related to the work of the communication team of UN Tanzania.
10 Optional Attachments
Additional Documents | RMS & link to Common ICT platform
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 16:26
Add
Uploaded Photos | RMS & link to Common ICT platform
Add
Save
Save and Close
Close

Figure 18: Updating Working Group Mid-year Summary Report

2. Provide the following information:
   - Key Achievements / Progress Made for UNDAP Outcome [Outcome Name]

     Note: This field will repeat for all the outcomes that the selected Working Group (WG) has.

- WG Contribution to the UN Programming Principles
- Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes
- Results of Inter-Agency Collaboration and/or Synergies
- Innovation or Lessons Learned for Integration into Future Work Processes

The summary for all the fields above but *WG Contribution to the UN Programming Principles* should not exceed 2,500 characters. This field will allow entering a summary limited to 5,000 characters. *All of these fields are mandatory.* For details on what information is required in the above fields, see Viewing Working Group Mid-Year Summary Report.

3. Indicate **Proposed Amendments for Indicators** in this section. For details on additions/revisions to the indicators, see Managing Indicator Additions / Revisions.
4. In the **Additional Comments** field, provide information on proposed amendments to the UNDAP.
5. Attach any supplementary documents and/or images related to the Working Group summary report. For details on how to upload documents and/or images, see Managing Attachments.
6. At the bottom of the *Working Group Summary Report* form, you may save or cancel the changes that you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Mid-Year Review* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

6.2.5.1 Managing Indicator Additions / Revisions

This chapter outlines how to add, revise, accept, reject the outcome / output indicators to the UNDAP.

6.2.5.1.1 Adding / Revising an Outcome/Output Indicator

In order to add or revise an outcome / output indicator, follow the steps below:

1. Click the respective **Addition** or **Revision** button in the *Proposed Amendments for Indicators* field (see Viewing Working Group Mid-Year Summary Report). The *Addition for Indicator* (Figure 19) or *Revision for Indicator* form (Figure 20) will open.

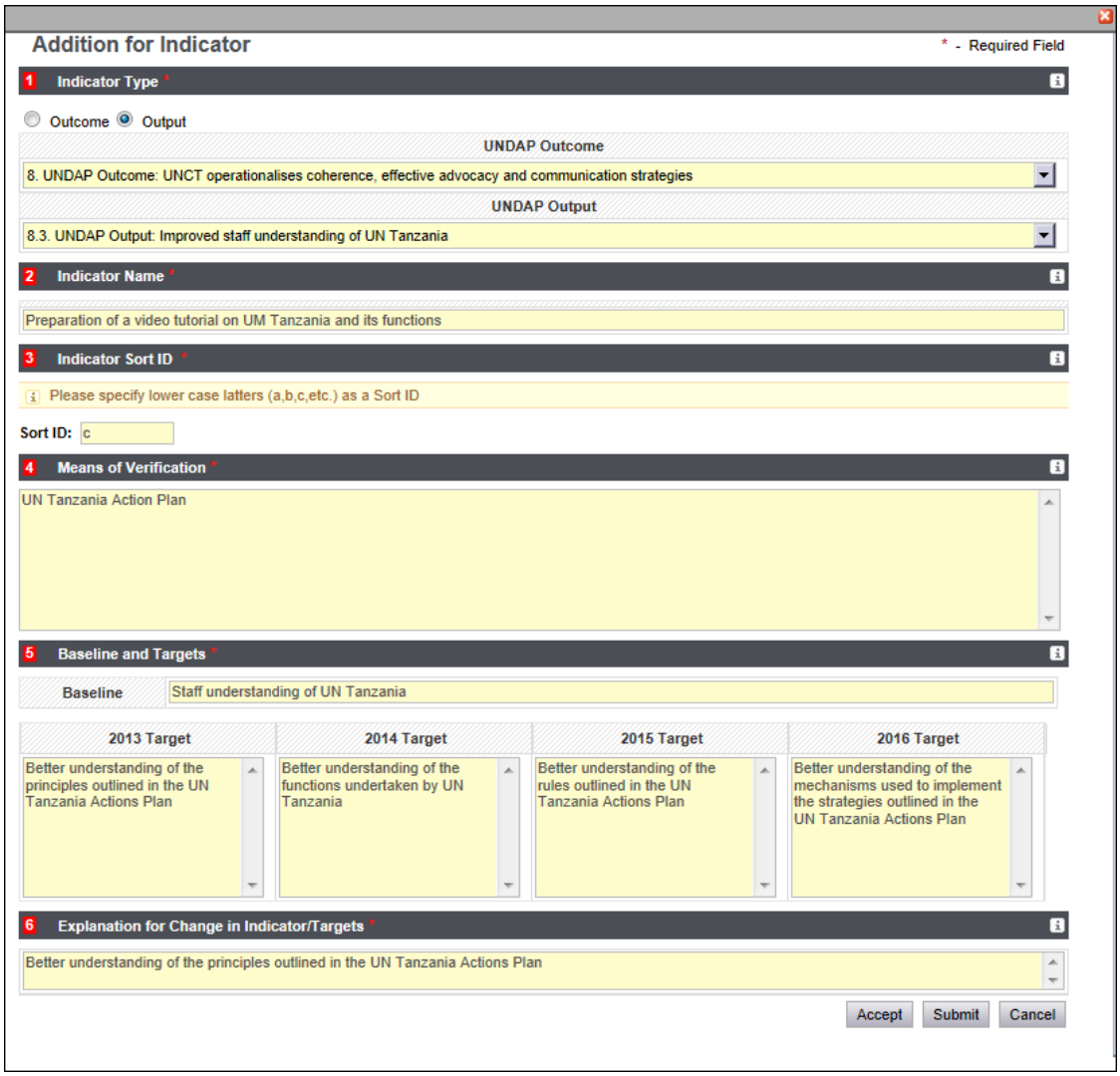
Addition for Indicator
* - Required Field
1 Indicator Type *
Outcome
Output
UNDAP Outcome
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
UNDAP Output
8.3. UNDAP Output: Improved staff understanding of UN Tanzania
2 Indicator Name *
Preparation of a video tutorial on UM Tanzania and its functions
3 Indicator Sort ID *
Please specify lower case latters (a,b,c,etc.) as a Sort ID
Sort ID: c
4 Means of Verification *
UN Tanzania Action Plan
5 Baseline and Targets *
Baseline
Staff understanding of UN Tanzania
2013 Target
Better understanding of the principles outlined in the UN Tanzania Actions Plan
2014 Target
Better understanding of the functions undertaken by UN Tanzania
2015 Target
Better understanding of the rules outlined in the UN Tanzania Actions Plan
2016 Target
Better understanding of the mechanisms used to implement the strategies outlined in the UN Tanzania Actions Plan
6 Explanation for Change in Indicator/Targets *
Better understanding of the principles outlined in the UN Tanzania Actions Plan
Accept
Submit
Cancel

Figure 19: Addition for Indicator Form

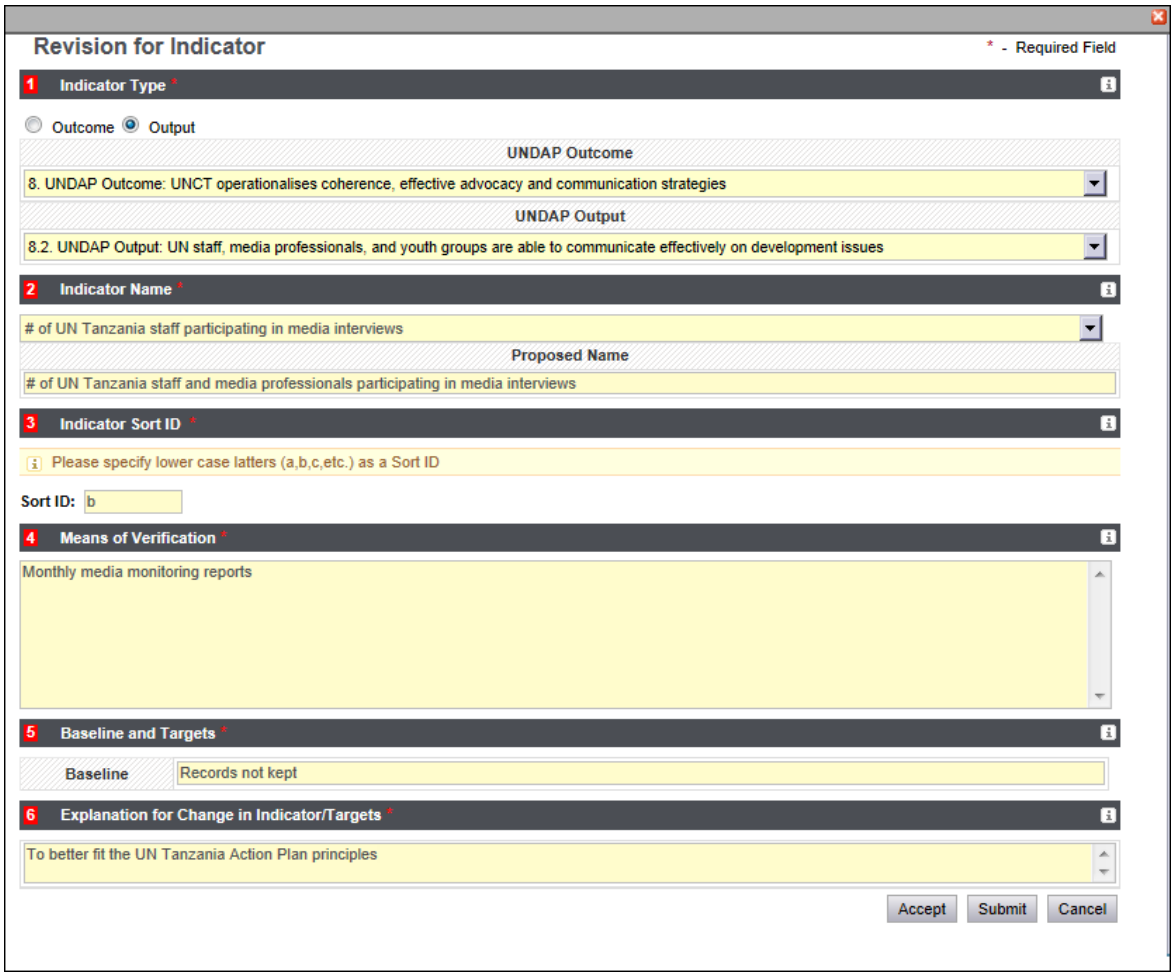
Revision for Indicator
* - Required Field
1 Indicator Type *
Outcome
Output
UNDAP Outcome
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
UNDAP Output
8.2. UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
2 Indicator Name *
# of UN Tanzania staff participating in media interviews
Proposed Name
# of UN Tanzania staff and media professionals participating in media interviews
3 Indicator Sort ID *
Please specify lower case latters (a,b,c,etc.) as a Sort ID
Sort ID: b
4 Means of Verification *
Monthly media monitoring reports
5 Baseline and Targets *
Baseline
Records not kept
6 Explanation for Change in Indicator/Targets *
To better fit the UN Tanzania Action Plan principles
Accept
Submit
Cancel

Figure 20: Revision for Indicator Form

2. Provide the information requested as described in the table below.

Field Name	Description
Indicator Type	Specify whether the information being provided is for an **Outcome** or **Output** indicator. *This field is mandatory*. If the *Outcome* option is selected, choose an appropriate **UNDAP Outcome** related to the indicator. *This field is mandatory*. If the *Output* option is selected, choose **UNDAP Outcome** and **UNDAP Output** related to the indicator. *Both fields are mandatory*. **Note:** The content in the *UNDAP Output* field depends on your choice in the *UNDAP Outcome* field.
Indicator Name	Indicate the **Name** for the indicator. For the indicators being revised, also specify the **Proposed Name**. *This field is mandatory.*

Indicator Sort ID	Provide the indicator **Sort ID** to identify the indicator priority. *This field is mandatory*. **Note:** The *Sort ID* of the indicator should be indicated by lower case letters (a,b,c, etc.).
Means of Verification	Specify the source of data for indicator implementation. *This field is mandatory*.
Baseline and Targets	Provide the following information: • **Baseline** – the information provided in this field will be used as a base for measuring the indicator progress towards the specified targets. *This field is mandatory.* • **Target** – this field lists the goals that the indicator implementation aims to achieve by June of the corresponding year. *Only 2016 target value is mandatory for an outcome, and all target values are mandatory for an output.* **Note:** For each indicator, the baseline year is the year when the indicator is created. The target years will encompass the period from the indicator creation to 2016 inclusive.
Explanation for Change in Indicator/Targets	Provide a justification for any change introduced to an indicator or indicator target.

3. Press the **OK** button in the *Addition for Indicator* form to save the information input. The indicator (output or outcome) will appear in the *Proposed Amendments to Indicators* field of the *Mid-Year Summary Report* (Figure 18) with the **Submitted** status assigned to it.

Note: You can delete a revision/addition to the indicator (output or outcome) in the in the *Proposed Amendments to Indicators* field. For this purpose, you need to click the ✖ **(Delete)** button to the left of the indicator revision/addition record.

6.2.5.1.2 Accepting an Outcome/Output Indicator

In order to accept an outcome / output indicator, follow the steps below:

1. Click the indicator that needs to be accepted. You will be directed to the respective *Addition for Indicator* or *Revision for Indicator* form with the selected indicator data displayed.
2. Click the **Accept** button at the bottom of the form.
   Note: This action is available to the administrators only. The accepted indicator will appear in the *Proposed Amendments to Indicators* field of the *Mid-Year Summary Report* (Figure 18) in the read-only mode with the **Accepted** status assigned to it.

6.2.5.1.3 Rejecting an Outcome/Output Indicator

In order to reject an outcome / output indicator, follow the steps below:

1. Click the indicator that needs to be rejected. You will be directed to the respective *Addition for Indicator* or *Revision for Indicator* form with the selected indicator data displayed.
2. Click the **Reject** button at the bottom of the form.
   Note: This action is available to the administrators only. The rejected indicator will appear in the *Proposed Amendments to Indicators* field of the *Mid-Year Summary Report* (Figure 18) in the read-only mode with the **Not Accepted** status assigned to it.

6.3 Providing Annual Reviews

The Annual Review assesses the programme performance of the entire AWP, taking into account the adjustments made during the Mid-Year Review. The Annual Review takes place in May – June of each year, to ensure timely allocation of next year One Fund allocations as well as incorporation of lessons learned for the next AWP cycle. The Annual Review in June / July reports on progress made against outputs, financial expenditure, major achievements and constraints.

To view the reviews, the following information should be selected at the top of the Annual Review section (Figure 21):

- **Working Group** – lists the Working Groups created within the framework of the UNDAP and responsible for the implementation of adopted UN programmes. By selecting a Working Group, you will see the AWP submitted by the selected Working Group.
- **Agency** – lists the participating UN agencies relevant to selected Working Group.
- **Year** – you should select the fiscal year to provide the work plan annual review for.

The *Annual Review* section consists of the following sub-sections (Figure 21 and Figure 22):

- **Activity Annual Review** – captures data regarding the annual status of activities describes in AWPs. For updating the activity status, see Providing Activity Review.
- **Financial Data** - provides information on the planned budget as well as the resources allocated and spent in the current year. This sub-section consists of the **AWP Budget, Allocations and Expenditure** and **AWP Budget, Allocations and Expenditure by Outcome**. For details, see Viewing Annual Financial Data.
- **Cross Cutting Considerations** – is used to update the cross-cutting considerations for the selected fiscal year. For details, see Updating Annual Cross Cutting Considerations.
- **Target Status** – is used to review and report progress towards key outcome/output indicators. For details, see Viewing Target Status.
- **Working Group Summary Report** – is used to update the summary report for the selected Working Group. For details, see Viewing Working Group Annual Summary Report.

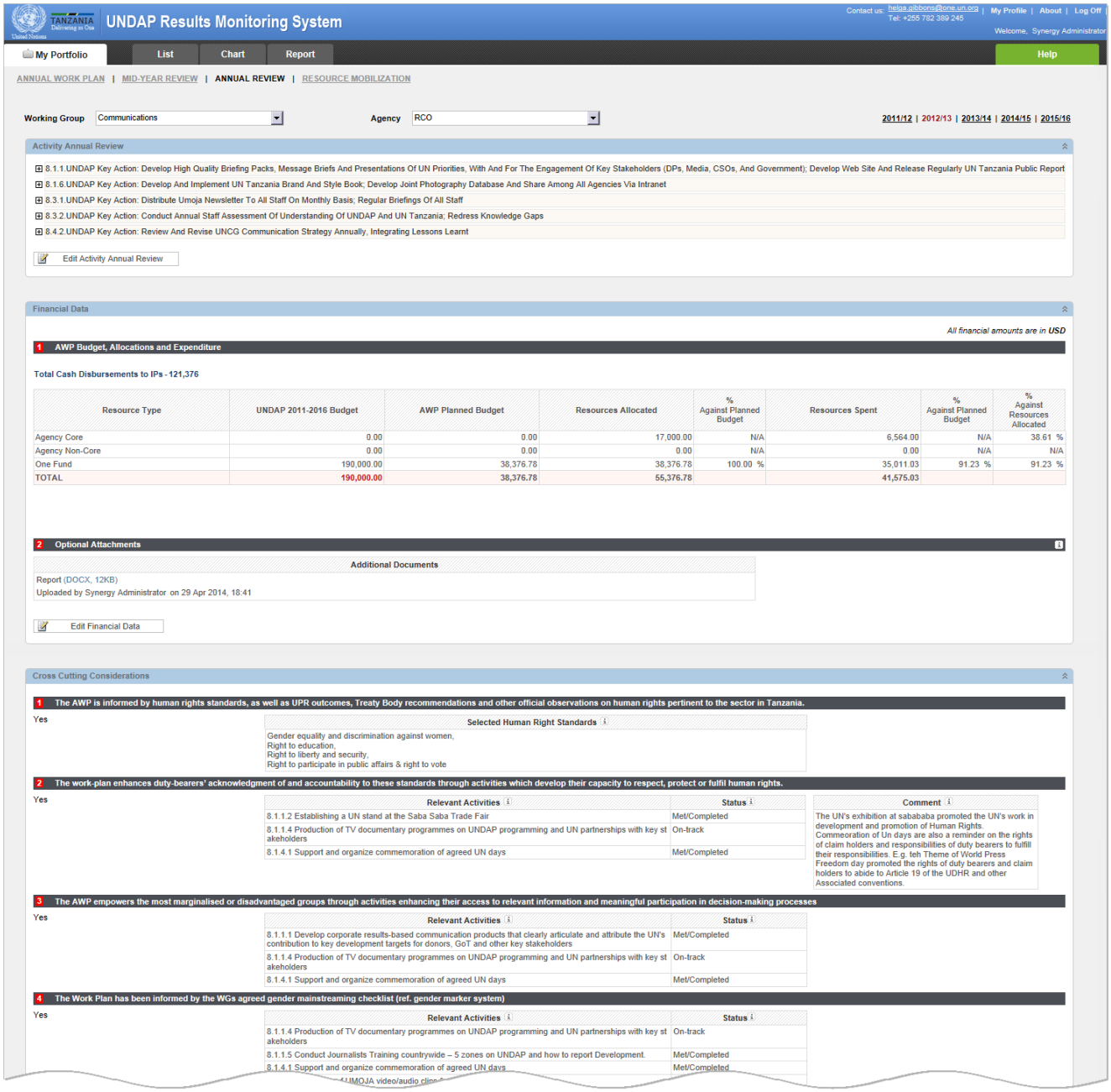
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
ANNUAL WORK PLAN | MID-YEAR REVIEW | ANNUAL REVIEW | RESOURCE MOBILIZATION
Working Group Communications
Agency RCO
2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16
Activity Annual Review
8.1.1.UNDAP Key Action: Develop High Quality Briefing Packs, Message Briefs And Presentations Of UN Priorities, With And For The Engagement Of Key Stakeholders (DPs, Media, CSOs, And Government); Develop Web Site And Release Regularly UN Tanzania Public Report
8.1.6.UNDAP Key Action: Develop And Implement UN Tanzania Brand And Style Book; Develop Joint Photography Database And Share Among All Agencies Via Intranet
8.3.1.UNDAP Key Action: Distribute Umoja Newsletter To All Staff On Monthly Basis; Regular Briefings Of All Staff
8.3.2.UNDAP Key Action: Conduct Annual Staff Assessment Of Understanding Of UNDAP And UN Tanzania; Redress Knowledge Gaps
8.4.2.UNDAP Key Action: Review And Revise UNCG Communication Strategy Annually, Integrating Lessons Learnt
Edit Activity Annual Review
Financial Data
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type | UNDAP 2011-2016 Budget | AWP Planned Budget | Resources Allocated | % Against Planned Budget | Resources Spent | % Against Planned Budget | % Against Resources Allocated
Agency Core | 0.00 | 0.00 | 17,000.00 | N/A | 6,564.00 | N/A | 38.61 %
Agency Non-Core | 0.00 | 0.00 | 0.00 | N/A | 0.00 | N/A | N/A
One Fund | 190,000.00 | 38,376.78 | 38,376.78 | 100.00 % | 35,011.03 | 91.23 % | 91.23 %
TOTAL | 190,000.00 | 38,376.78 | 55,376.78 | | 41,575.03 | |
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 18:41
Edit Financial Data
Cross Cutting Considerations
1 The AWP is informed by human rights standards, as well as UPR outcomes, Treaty Body recommendations and other official observations on human rights pertinent to the sector in Tanzania.
Yes
Selected Human Right Standards
Gender equality and discrimination against women,
Right to education,
Right to liberty and security,
Right to participate in public affairs & right to vote
2 The work-plan enhances duty-bearers' acknowledgment of and accountability to these standards through activities which develop their capacity to respect, protect or fulfil human rights.
Yes
Relevant Activities | Status | Comment
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair | Met/Completed
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders | On-track
8.1.4.1 Support and organize commemoration of agreed UN days | Met/Completed
The UN's exhibition at sabababa promoted the UN's work in development and promotion of Human Rights. Commeoration of Un days are also a reminder on the rights of claim holders and responsibilities of duty bearers to fulfill their responsibilities. E.g. teh Theme of World Press Freedom day promoted the rights of duty bearers and claim holders to abide to Article 19 of the UDHR and other Associated conventions.
3 The AWP empowers the most marginalised or disadvantaged groups through activities enhancing their access to relevant information and meaningful participation in decision-making processes
Yes
Relevant Activities | Status
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders | Met/Completed
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders | On-track
8.1.4.1 Support and organize commemoration of agreed UN days | Met/Completed
4 The Work Plan has been informed by the WGs agreed gender mainstreaming checklist (ref. gender marker system)
Yes
Relevant Activities | Status
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key st akeholders | On-track
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development. | Met/Completed
8.1.4.1 Support and organize commemoration of agreed UN days | Met/Completed

Figure 21: Annual Review Section in My Portfolio Module – Part 1

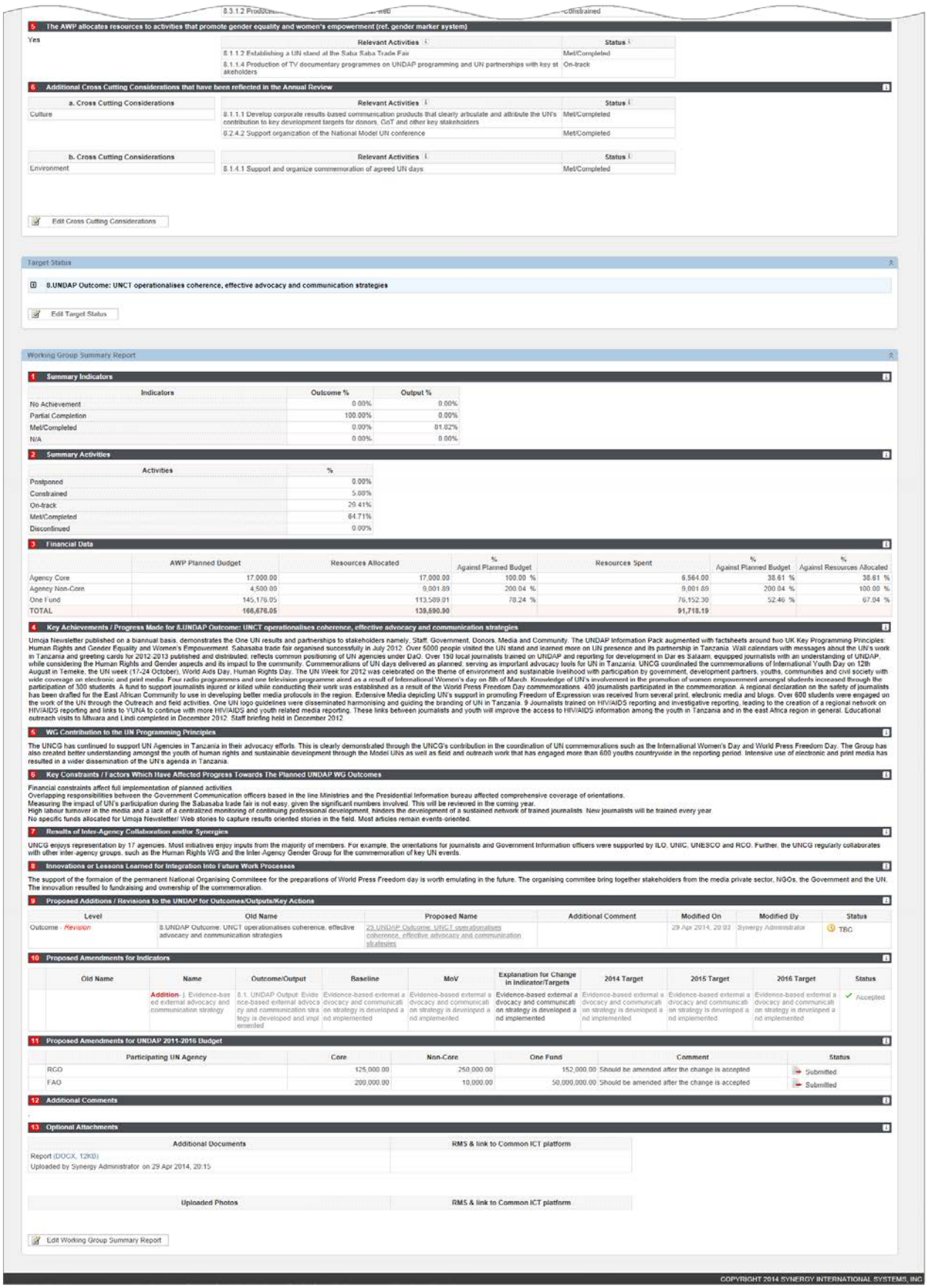
5 The AWP allocates resources to activities that promote gender equality and women's empowerment (ref. gender marker system)
Yes
Relevant Activities
Status
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
Met/Completed
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
On-track
6 Additional Cross Cutting Considerations that have been reflected in the Annual Review
a. Cross Cutting Considerations
Culture
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
Met/Completed
8.2.4.2 Support organization of the National Model UN conference
Met/Completed
b. Cross Cutting Considerations
Environment
8.1.4.1 Support and organize commemoration of agreed UN days
Met/Completed
Edit Cross Cutting Considerations
Target Status
8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Edit Target Status
Working Group Summary Report
1 Summary Indicators
Indicators
Outcome %
Output %
No Achievement 0.00% 0.00%
Partial Completion 100.00% 0.00%
Met/Completed 0.00% 81.82%
N/A 0.00% 0.00%
2 Summary Activities
Activities
%
Postponed 0.00%
Constrained 5.88%
On-track 29.41%
Met/Completed 64.71%
Discontinued 0.00%
3 Financial Data
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 17,000.00 17,000.00 100.00 % 6,564.00 38.61 % 38.61 %
Agency Non-Core 4,500.00 9,001.89 200.04 % 9,001.89 200.04 % 100.00 %
One Fund 145,176.05 113,589.01 78.24 % 76,152.30 52.46 % 67.04 %
TOTAL 166,676.05 139,590.90 91,718.19
4 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Umoja Newsletter published on a biannual basis, demonstrates the One UN results and partnerships to stakeholders namely, Staff, Government, Donors, Media and Community. The UNDAP Information Pack augmented with factsheets around two UK Key Programming Principles: Human Rights and Gender Equality and Women's Empowerment. Sabasaba trade fair organised successfully in July 2012. Over 5000 people visited the UN stand and learned more on UN presence and its partnership in Tanzania. Wall calendars with messages about the UN's work in Tanzania and greeting cards for 2012-2013 published and distributed, reflects common positioning of UN agencies under DAO. Over 150 local journalists trained on UNDAP and reporting for development in Dar es Salaam; equipped journalists with an understanding of UNDAP, while considering the Human Rights and Gender aspects and its impact to the community. Commemorations of UN days delivered as planned, serving as important advocacy tools for UN in Tanzania. UNCG coordinated the commemorations of International Youth Day on 12th August in Temeke, the UN week (17-24 October), World Aids Day, Human Rights Day. The UN Week for 2012 was celebrated on the theme of environment and sustainable livelihood with participation by government, development partners, youths, communities and civil society with wide coverage on electronic and print media. Four radio programmes and one television programme aired as a result of International Women's day on 8th of March. Knowledge of UN's involvement in the promotion of women empowerment amongst students increased through the participation of 300 students. A fund to support journalists injured or killed while conducting their work was established as a result of the World Press Freedom Day commemorations. 400 journalists participated in the commemoration. A regional declaration on the safety of journalists has been drafted for the East African Community to use in developing better media protocols in the region. Extensive Media depicting UN's support in promoting Freedom of Expression was received from several print, electronic media and blogs. Over 600 students were engaged on the work of the UN through the Outreach and field activities. One UN logo guidelines were disseminated harmonising and guiding the branding of UN in Tanzania. 9 Journalists trained on HIV/AIDS reporting and investigative reporting, leading to the creation of a regional network on HIV/AIDS reporting and links to YUNA to continue with more HIV/AIDS and youth related media reporting. These links between journalists and youth will improve the access to HIV/AIDS information among the youth in Tanzania and in the east Africa region in general. Educational outreach visits to Mtwara and Lindi completed in December 2012. Staff briefing held in December 2012.
5 WG Contribution to the UN Programming Principles
The UNCG has continued to support UN Agencies in Tanzania in their advocacy efforts. This is clearly demonstrated through the UNCG's contribution in the coordination of UN commemorations such as the International Women's Day and World Press Freedom Day. The Group has also created better understanding amongst the youth of human rights and sustainable development through the Model UNs as well as field and outreach work that has engaged more than 600 youths countrywide in the reporting period. Intensive use of electronic and print media has resulted in a wider dissemination of the UN's agenda in Tanzania.
6 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes
Financial constraints affect full implementation of planned activities
Overlapping responsibilities between the Government Communication officers based in the line Ministries and the Presidential Information bureau affected comprehensive coverage of orientations.
Measuring the impact of UN's participation during the Sabasaba trade fair is not easy, given the significant numbers involved. This will be reviewed in the coming year.
High labour turnover in the media and a lack of a centralized monitoring of continuing professional development, hinders the development of a sustained network of trained journalists. New journalists will be trained every year.
No specific funds allocated for Umoja Newsletter/ Web stories to capture results oriented stories in the field. Most articles remain events-oriented.
7 Results of Inter-Agency Collaboration and/or Synergies
UNCG enjoys representation by 17 agencies. Most initiatives enjoy inputs from the majority of members. For example, the orientations for journalists and Government Information officers were supported by ILO, UNIC, UNESCO and RCO. Further, the UNCG regularly collaborates with other inter-agency groups, such as the Human Rights WG and the Inter-Agency Gender Group for the commemoration of key UN events.
8 Innovations or Lessons Learned for Integration Into Future Work Processes
The support of the formaion of the permanent National Organising Commiteee for the preparations of World Press Freedom day is worth emulating in the future. The organising commitee bring together stakeholders from the media private sector, NGOs, the Government and the UN. The innovation resulted to fundraising and ownership of the commemoration.
9 Proposed Additions / Revisions to the UNDAP for Outcome/Outputs/Key Actions
Level
Old Name
Proposed Name
Additional Comment
Modified On
Modified By
Status
Outcome - Revision
8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
29.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
29 Apr 2014, 20:03
Synergy Administrator
TBC
10 Proposed Amendments for Indicators
Old Name
Name
Outcome/Output
Baseline
MoV
Explanation for Change in Indicator/Targets
2014 Target
2015 Target
2016 Target
Status
Addition- 1. Evidence-based external advocacy and communication strategy
8.1. UNDAP Output: Evidence-based external advocacy and communication strategy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Evidence-based external advocacy and communication strategy is developed and implemented
Accepted
11 Proposed Amendments for UNDAP 2011-2016 Budget
Participating UN Agency
Core
Non-Core
One Fund
Comment
Status
RCO 125,000.00 250,000.00 152,000.00 Should be amended after the change is accepted Submitted
FAO 200,000.00 10,000.00 50,000,000.00 Should be amended after the change is accepted Submitted
12 Additional Comments
13 Optional Attachments
Additional Documents
RMS & link to Common ICT platform
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 20:15
Uploaded Photos
RMS & link to Common ICT platform
Edit Working Group Summary Report
COPYRIGHT 2014 SYNERGY INTERNATIONAL SYSTEMS, INC

Figure 22: Annual Review Section in My Portfolio Module – Part 2

To make the *Annual Review* section easy-to-use, the above listed sub-section may be expanded and collapsed as needed by using the arrows attached to each sub-section.

6.3.1 Viewing Activity Details

The following information is provided for each activity in the *Activity Annual Review* sub-section (Figure 23):

- **Activity Description** – the ID and the name of the activity. The activity ID (e.g. 8.1.2.5) is generated from outcome, output, key action and activity sort numbers. Activities in the list are sorted according to the activity ID.
- **Start Date** - the actual start date of the activity.
- **End Date** - the actual end date of the activity.
- **Status** – the actual status of the activity.
- **Comments** – comments made during the latest review of the activity status.

6.3.2 Providing Activity Reviews

In order to provide annual or mid-year review for an activity, follow the steps below:

1. In the *Activity Annual Review* sub-section of the *Annual Review* section, click the **Edit Activity Annual Review** button (Figure 23). In the *Activity Status* sub-section of the *Mid-Year Review* section, click the **Edit Activity Mid-Year Review** button (Figure 24). The *Activity Annual Review* (Figure 25) or *Activity Mid-Year Review* form will open.

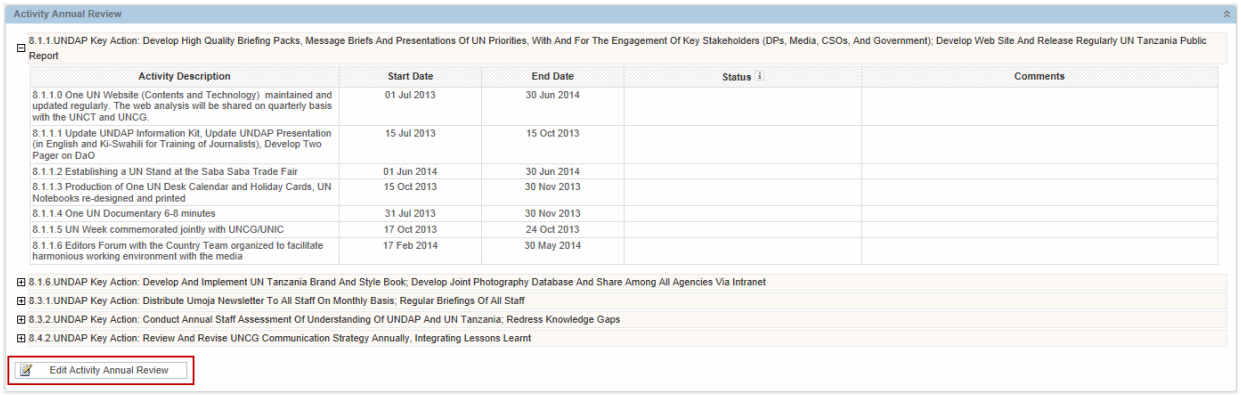
Activity Annual Review
8.1.1.UNDAP Key Action: Develop High Quality Briefing Packs, Message Briefs And Presentations Of UN Priorities, With And For The Engagement Of Key Stakeholders (DPs, Media, CSOs, And Government); Develop Web Site And Release Regularly UN Tanzania Public Report
Activity Description
Start Date
End Date
Status
Comments
8.1.1.0 One UN Website (Contents and Technology) maintained and updated regularly. The web analysis will be shared on quarterly basis with the UNCT and UNCG.
01 Jul 2013
30 Jun 2014
8.1.1.1 Update UNDAP Information Kit, Update UNDAP Presentation (in English and Ki-Swahili for Training of Journalists), Develop Two Pager on DaO
15 Jul 2013
15 Oct 2013
8.1.1.2 Establishing a UN Stand at the Saba Saba Trade Fair
01 Jun 2014
30 Jun 2014
8.1.1.3 Production of One UN Desk Calendar and Holiday Cards, UN Notebooks re-designed and printed
15 Oct 2013
30 Nov 2013
8.1.1.4 One UN Documentary 6-8 minutes
31 Jul 2013
30 Nov 2013
8.1.1.5 UN Week commemorated jointly with UNCG/UNIC
17 Oct 2013
24 Oct 2013
8.1.1.6 Editors Forum with the Country Team organized to facilitate harmonious working environment with the media
17 Feb 2014
30 May 2014
8.1.6.UNDAP Key Action: Develop And Implement UN Tanzania Brand And Style Book; Develop Joint Photography Database And Share Among All Agencies Via Intranet
8.3.1.UNDAP Key Action: Distribute Umoja Newsletter To All Staff On Monthly Basis; Regular Briefings Of All Staff
8.3.2.UNDAP Key Action: Conduct Annual Staff Assessment Of Understanding Of UNDAP And UN Tanzania; Redress Knowledge Gaps
8.4.2.UNDAP Key Action: Review And Revise UNCG Communication Strategy Annually, Integrating Lessons Learnt
Edit Activity Annual Review

Figure 23: Edit Activity Annual Review Button in AR Section

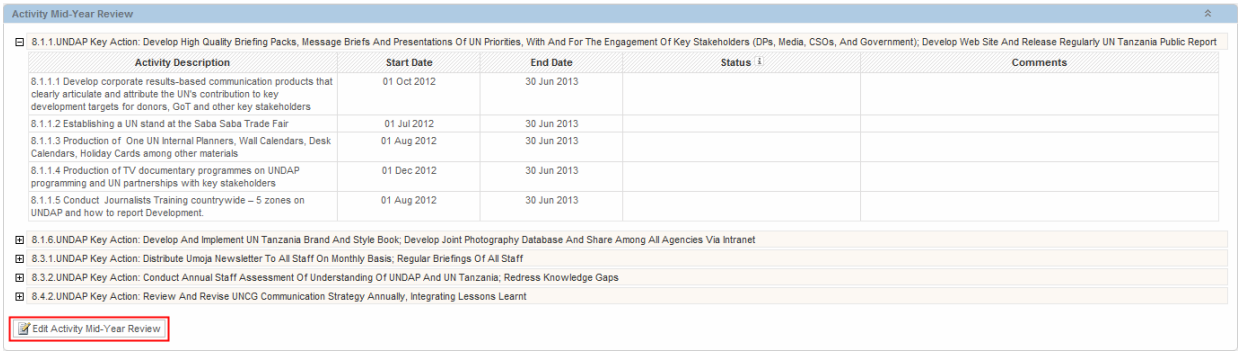
Activity Mid-Year Review
8.1.1.UNDAP Key Action: Develop High Quality Briefing Packs, Message Briefs And Presentations Of UN Priorities, With And For The Engagement Of Key Stakeholders (DPs, Media, CSOs, And Government); Develop Web Site And Release Regularly UN Tanzania Public Report
Activity Description
Start Date
End Date
Status
Comments
8.1.1.1 Develop corporate results-based communication products that clearly articulate and attribute the UN's contribution to key development targets for donors, GoT and other key stakeholders
01 Oct 2012
30 Jun 2013
8.1.1.2 Establishing a UN stand at the Saba Saba Trade Fair
01 Jul 2012
30 Jun 2013
8.1.1.3 Production of One UN Internal Planners, Wall Calendars, Desk Calendars, Holiday Cards among other materials
01 Aug 2012
30 Jun 2013
8.1.1.4 Production of TV documentary programmes on UNDAP programming and UN partnerships with key stakeholders
01 Dec 2012
30 Jun 2013
8.1.1.5 Conduct Journalists Training countrywide – 5 zones on UNDAP and how to report Development.
01 Aug 2012
30 Jun 2013
8.1.6.UNDAP Key Action: Develop And Implement UN Tanzania Brand And Style Book; Develop Joint Photography Database And Share Among All Agencies Via Intranet
8.3.1.UNDAP Key Action: Distribute Umoja Newsletter To All Staff On Monthly Basis; Regular Briefings Of All Staff
8.3.2.UNDAP Key Action: Conduct Annual Staff Assessment Of Understanding Of UNDAP And UN Tanzania; Redress Knowledge Gaps
8.4.2.UNDAP Key Action: Review And Revise UNCG Communication Strategy Annually, Integrating Lessons Learnt
Edit Activity Mid-Year Review

Figure 24: Edit Activity Mid-Year Review Button in MYR Section

2. Expand the activity to update the status for.

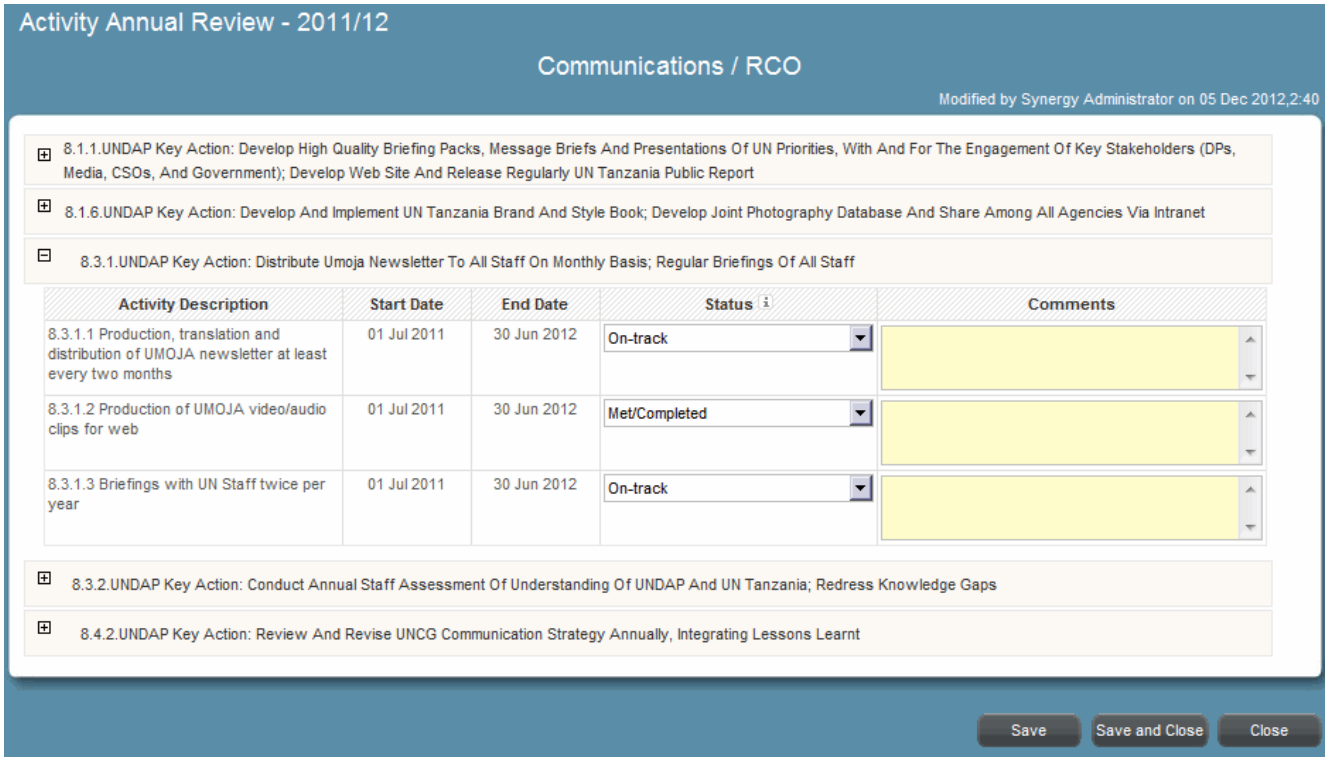
Activity Annual Review - 2011/12
Communications / RCO
Modified by Synergy Administrator on 05 Dec 2012,2:40
8.1.1.UNDAP Key Action: Develop High Quality Briefing Packs, Message Briefs And Presentations Of UN Priorities, With And For The Engagement Of Key Stakeholders (DPs, Media, CSOs, And Government); Develop Web Site And Release Regularly UN Tanzania Public Report
8.1.6.UNDAP Key Action: Develop And Implement UN Tanzania Brand And Style Book; Develop Joint Photography Database And Share Among All Agencies Via Intranet
8.3.1.UNDAP Key Action: Distribute Umoja Newsletter To All Staff On Monthly Basis; Regular Briefings Of All Staff
Activity Description
Start Date
End Date
Status
Comments
8.3.1.1 Production, translation and distribution of UMOJA newsletter at least every two months
01 Jul 2011
30 Jun 2012
On-track
8.3.1.2 Production of UMOJA video/audio clips for web
01 Jul 2011
30 Jun 2012
Met/Completed
8.3.1.3 Briefings with UN Staff twice per year
01 Jul 2011
30 Jun 2012
On-track
8.3.2.UNDAP Key Action: Conduct Annual Staff Assessment Of Understanding Of UNDAP And UN Tanzania; Redress Knowledge Gaps
8.4.2.UNDAP Key Action: Review And Revise UNCG Communication Strategy Annually, Integrating Lessons Learnt
Save
Save and Close
Close

Figure 25: Updating the Activity Status

3. Provide the following information:

Field Name	Description
Status	Classify the activity according to its current state. These will form the basis for analytical summaries. The following options are available: • **Postponed** – the start date for implementation of this activity (excluding planning) activity has been postponed until the next Annual Work Plan period. • **Constrained** – the activity has begun according to planned start date, however delivery rate has slowed and end date for completion is delayed. • **On-track** – the activity has started according to planned start date, it is running as planned and will be completed according to the agreed end date, which extends beyond the conclusion of the AWP (i.e. past 30 June). • **Met/Completed** – the activity has been completed to the satisfaction of the partners and UN agency and has contributed to the desired outputs. • **Discontinued** – the activity has been discontinued in consultation with partners.

	• **Not Yet Due** – this status is available for mid-year review and shows that the activity implementation is planned to start later.
Comments	Provide a narrative (up to 300 characters) explaining the classification provided. More specifically, this field should be used to report on: • Specific activity outputs such as number of people trained • Reasons why an activity has been postponed, constrained or discontinued.

4. At the bottom of the *Activity Annual Review* or *Activity Mid-Year Review* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Review* or *Mid-Year Review* section of *My Portfolio* module correspondingly.
   - **Close -** will close the data entry form while saving the data input, if prompted.

6.3.3 Viewing Annual Financial Data

Data for this sub-section is generated according to the financial provided in the *Annual Work Plan* section (see Managing Annual Work Plans). Here, annual review to the financial data should be provided.

The *Financial Data* section displays the following financial data:

- **AWP Budget, Allocations and Expenditure** - in this sub-section, the budget allocation for the UNDAP activity years for all applicable resources is displayed (see below). Here, you may also update the actual budget figures for each fiscal year.
- **Optional Attachments** – in this sub-section, the documents providing additional information about the AR financial data can be uploaded.

Note: All amounts should be provided in USD.

The following information is displayed in the **AWP Budget, Allocations and Expenditures** sub-section:

- **Total Cash Disbursements to IPs** - this field displays the total of the cash disbursements that the selected agency has made to the IPs.
- **UNDAP 2011-2016 Budget** – this column expresses the breakdown of the total UNDAP budget for the years of UNDAP Tanzania activity (currently it is 2011-2016) among the defined resources (see below).
- **AWP Planned Budget** - this column expresses the breakdown of the total AWP budget for the current fiscal year among the defined resources (see below).
- **Resources Allocated** – this column expresses the breakdown of the allocated amounts for the current fiscal year among the defined resources (see below).
- **% Against Planned Budget** – this column expresses the relation of the *Resources Allocated* towards the *AWP Planned Budget*.

- **Resources Spent** - this column expresses the breakdown of the spent amounts for the current fiscal year among the defined resources (see below).
- **% Against Planned Budget** – this column expresses the relation of the *Resources Spent* towards the AWP Planned Budget.
- **% Against Resources Allocated** – this column expresses the relation of the *Resources Spent* towards the *Resources Allocated*.
- **TOTAL** – this value expresses the total of the *UNDAP 2011-2016 Budget*, *AWP Planned Budget*, *Resources Allocated* and *Resources Spent* for all resources in the selected fiscal year.

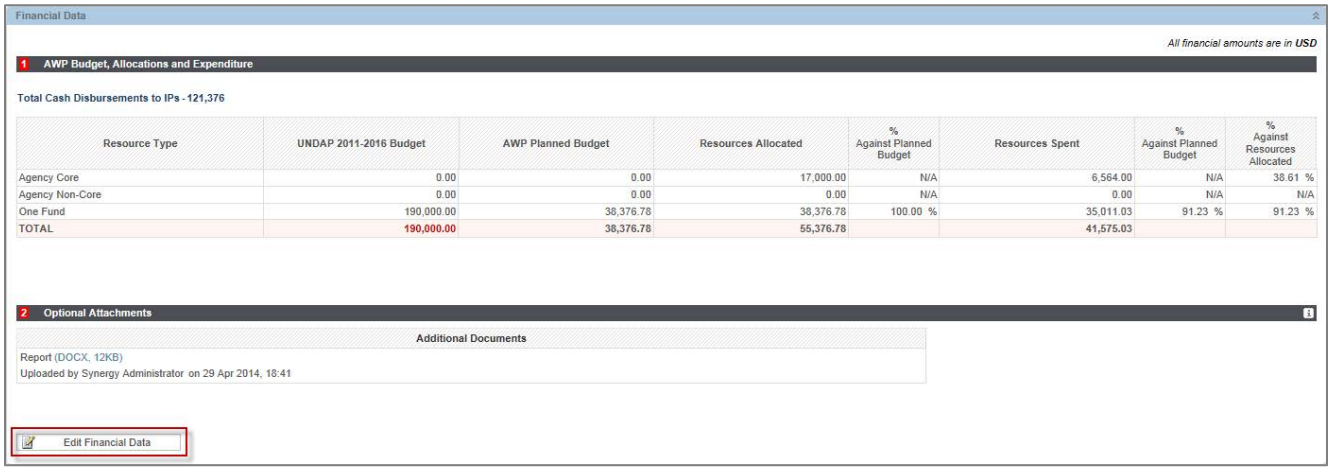
Financial Data
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 0.00 0.00 17,000.00 N/A 6,564.00 N/A 38.61 %
Agency Non-Core 0.00 0.00 0.00 N/A 0.00 N/A N/A
One Fund 190,000.00 38,376.78 38,376.78 100.00 % 35,011.03 91.23 % 91.23 %
TOTAL 190,000.00 38,376.78 55,376.78 41,575.03
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 18:41
Edit Financial Data

Figure 26: Edit Financial Data Button in AR Section

The **Optional Attachments** sub-section provides information about the title of the additional document uploaded, its format and size, as well as the name of the user who uploaded the file and timestamp assigned to it.

In the *Financial Data* section, the financial information is broken down by resources in the following way:

- **Agency Core** – funds provided by member states on a voluntary basis for core (and some programmatic) functions of the agency. These are allocated by headquarters to country offices. Only a few UN agencies can draw upon core funding.

- **Agency Non-Core** – supplementary funding for programmatic (and some core) functions of the agency. These are financed through resource mobilization efforts at headquarter, regional and country level. All UN agencies utilize non-core funding streams, although some rely more heavily on these than others.

- **One Fund** – money from the fund established to support the DaO UN reform agenda, and managed by the Multi-Partner Trust Fund (MDTF) Office. All UN agencies contributing to the UNDAP 2011-2016 in Tanzania benefitted from One Fund resources during the first year of implementation.

6.3.4 Updating Annual Financial Data

To update the *Financial Data* in the *Annual Review* section of *My Portfolio* module, a pair of **Working Group** and the corresponding **Agency** should be selected, as well as the fiscal **Year** to update the financial data for (Figure 21 and Figure 22).

1. In the *Financial Data* sub-section, click the **Edit Financial Data** button (Figure 26). A new window will appear (Figure 27).
2. In the **AWP Budget, Allocations and Expenditure** section, provide the actual expenditures for the selected fiscal year for resources (Core, Non-Core and One Fund) allocated and spent. **%** next to each column will show the relation of the actual expenditures to the planned budget and resources allocated amounts (in percentage).
3. Attach any documents that may provide additional information about the financial data. For more information on how to upload documents, see Managing Attachments.
4. At the bottom of the *Annual Financial Data* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Review* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

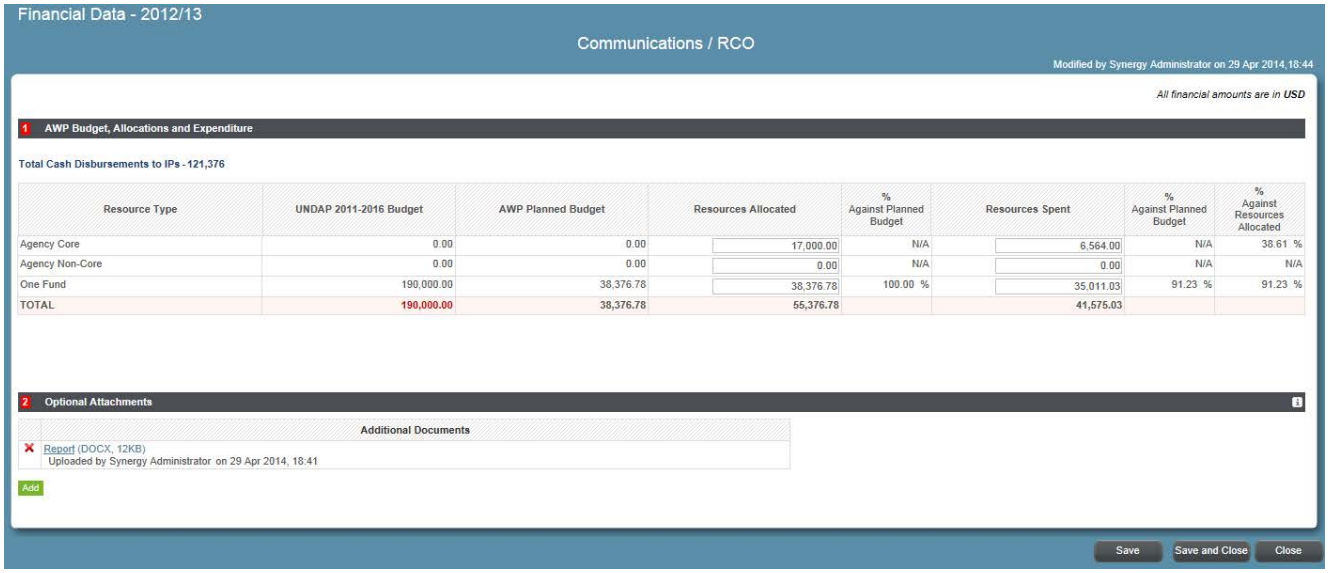
Financial Data - 2012/13
Communications / RCO
Modified by Synergy Administrator on 29 Apr 2014, 18:44
All financial amounts are in USD
1 AWP Budget, Allocations and Expenditure
Total Cash Disbursements to IPs - 121,376
Resource Type
UNDAP 2011-2016 Budget
AWP Planned Budget
Resources Allocated
% Against Planned Budget
Resources Spent
% Against Planned Budget
% Against Resources Allocated
Agency Core 0.00 0.00 17,000.00 N/A 6,564.00 N/A 38.61 %
Agency Non-Core 0.00 0.00 0.00 N/A 0.00 N/A N/A
One Fund 190,000.00 38,376.78 38,376.78 100.00 % 35,011.03 91.23 % 91.23 %
TOTAL 190,000.00 38,376.78 55,376.78 41,575.03
2 Optional Attachments
Additional Documents
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 18:41
Add
Save
Save and Close
Close

Figure 27: Updating Annual Financial Data

6.3.5 Updating Annual Cross Cutting Considerations

In this sub-section, you can view the information about the cross cutting considerations. The information displayed here is provided in the *AWP Cross Cutting Considerations* sub-section (see Updating AWP Cross Cutting Considerations). In the *Annual Cross Cutting Considerations* sub-section, you can only provide additional comments on the information displayed.

6.3.6 Viewing Target Status

In this sub-section, the progress towards key outcome/output indicators should be provided for the selected fiscal year. The list of *UNDAP Outcomes/Outputs* is pre-defined by the UNDAP agency and is sorted by priority. The sorting IDs are also used by UNDAP agency for internal reference to the corresponding activity/indicator/outcome/output.

To view the *Target Status* in the *Annual Review* section of *My Portfolio* module, the **Working Group** should be selected. This will load the pre-defined outcome/output indicators for the selected Working Group. You should then select the fiscal **Year** to view/update target status for (Figure 21 and Figure 22).

Target Status
8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Indicator
Means of Verification
Baseline
2013 Target
2013 Status
Comment
Means of Verification for Annual Review
Source Link
a.UNCT communication strategy in place and functional
Communication Strategy; Annual Workplans; Annual Reviews; Media and Website Monitoring Reports;
Communication Strategy approved by CMT
1.UNDAP Output: Evidence-based external advocacy and communication strategy is developed and implemented
2.UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
3.UNDAP Output: Improved staff understanding of UN Tanzania
4.UNDAP Output: UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
Edit Target Status

Figure 28: Edit Target Status Button in AR Section

To view the corresponding target status, the corresponding UNDAP Outcome/Output should be expanded (Figure 28). The following information is provided in this sub-section for each outcome/output indicator:

- **Indicator** – the description of the outcome/output indicator.
- **Means of Verification** – the source of information which demonstrates delivery on target, such as a specific policy document.
- **Baseline** – the indicator baseline value at the beginning of the indicator.
- **June [year] Target** - the indicator target value planned for the end of the fiscal year.
- **June [year] Status** – the status of the indicator by the end of the selected fiscal year.
- **Comment** - comments made during the latest review of the outcome/output indicator.
- **Means of Verification for Annual Review** - the source of information which demonstrates the annual review.
- **Source Link** – the link to the source for the information on the indicator annual progress.

6.3.7 Updating Target Status

In order to update the target status for the UNDAP outcome/output indicators, follow the steps below:

1. In the *Target Status* sub-section, click the **Edit Target Status** button (Figure 28). The *Target Status* form will open (Figure 29).
2. Expand the outcome/output indicator to update the status for.

3. Classify the outcome/output indicator according to its current **Status**. *This field is mandatory.* This will form the basis for analytical summaries. The following options are available:
   - **No Achievement** – 0% of the target achieved, in either qualitative or quantitative terms.
   - **Partial Completion** – less than 100% of the target achieved, in either qualitative or quantitative terms.
   - **Met/Completed** – 100% of the target achieved.
4. Provide a narrative (up to 170 characters) explaining the classification provided. *This field is mandatory.* More specifically, this field should be used to report on:
   - Achieved target;
   - Reasons why a target has only been partially completed or not achieved.
5. Indicate **Means of Verification for Annual Review** for the selected indicator outcome/output (see Viewing Target Status). *This field is mandatory.*
6. Indicate the **Source Link** for the status update (see Viewing Target Status).
7. At the bottom of the *Target Status* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Review* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

Note: In this form, the *Status*, *Comment* and *Means of Verification for Annual Review* fields are mandatory to be filled in.

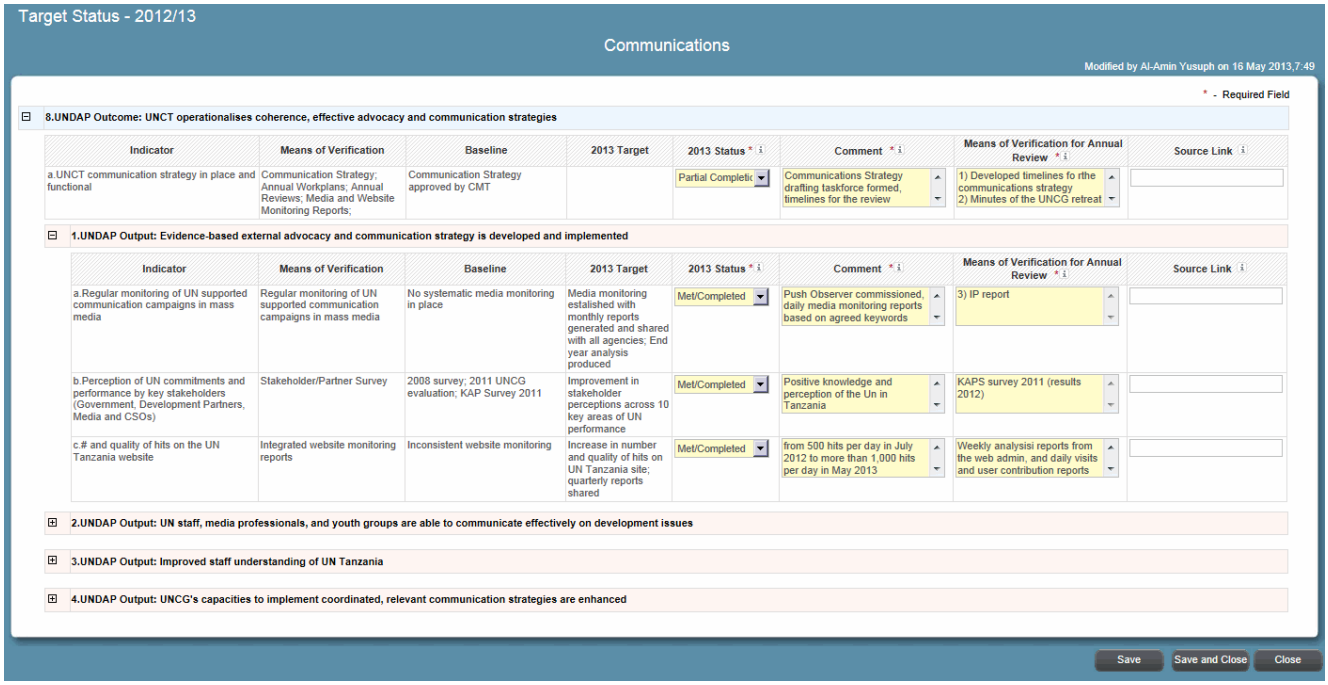
Target Status - 2012/13
Communications
Modified by Al-Amin Yusuph on 16 May 2013,7:49
* - Required Field
8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Indicator
Means of Verification
Baseline
2013 Target
2013 Status *
Comment *
Means of Verification for Annual Review *
Source Link
a.UNCT communication strategy in place and functional
Communication Strategy; Annual Workplans; Annual Reviews; Media and Website Monitoring Reports;
Communication Strategy approved by CMT
Partial Completi
Communications Strategy drafting taskforce formed, timelines for the review
1) Developed timelines fo rthe communications strategy
2) Minutes of the UNCG retreat
1.UNDAP Output: Evidence-based external advocacy and communication strategy is developed and implemented
a.Regular monitoring of UN supported communication campaigns in mass media
Regular monitoring of UN supported communication campaigns in mass media
No systematic media monitoring in place
Media monitoring estalished with monthly reports generated and shared with all agencies; End year analysis produced
Met/Completed
Push Observer commissioned, daily media monitoring reports based on agreed keywords
3) IP report
b.Perception of UN commitments and performance by key stakeholders (Government, Development Partners, Media and CSOs)
Stakeholder/Partner Survey
2008 survey; 2011 UNCG evaluation; KAP Survey 2011
Improvement in stakeholder perceptions across 10 key areas of UN performance
Met/Completed
Positive knowledge and perception of the Un in Tanzania
KAPS survey 2011 (results 2012)
c.# and quality of hits on the UN Tanzania website
Integrated website monitoring reports
Inconsistent website monitoring
Increase in number and quality of hits on UN Tanzania site; quarterly reports shared
Met/Completed
from 500 hits per day in July 2012 to more than 1,000 hits per day in May 2013
Weekly analysisi reports from the web admin, and daily visits and user contribution reports
2.UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
3.UNDAP Output: Improved staff understanding of UN Tanzania
4.UNDAP Output: UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
Save
Save and Close
Close

Figure 29: Updating Target Status

6.3.8 Viewing Working Group Annual Summary Report

In this sub-section, analytical summary of performance, based upon inputs from UN agencies and relevant IPs may be seen, summary reports may be provided and related documents attached.

To view the *Working Group Summary Report* in the *Annual Review* section of *My Portfolio* module, the **Working Group** should be selected. This will load the summary report for the selected Working Group. You should then select the fiscal **Year** to view/update the summary report for (Figure 30).

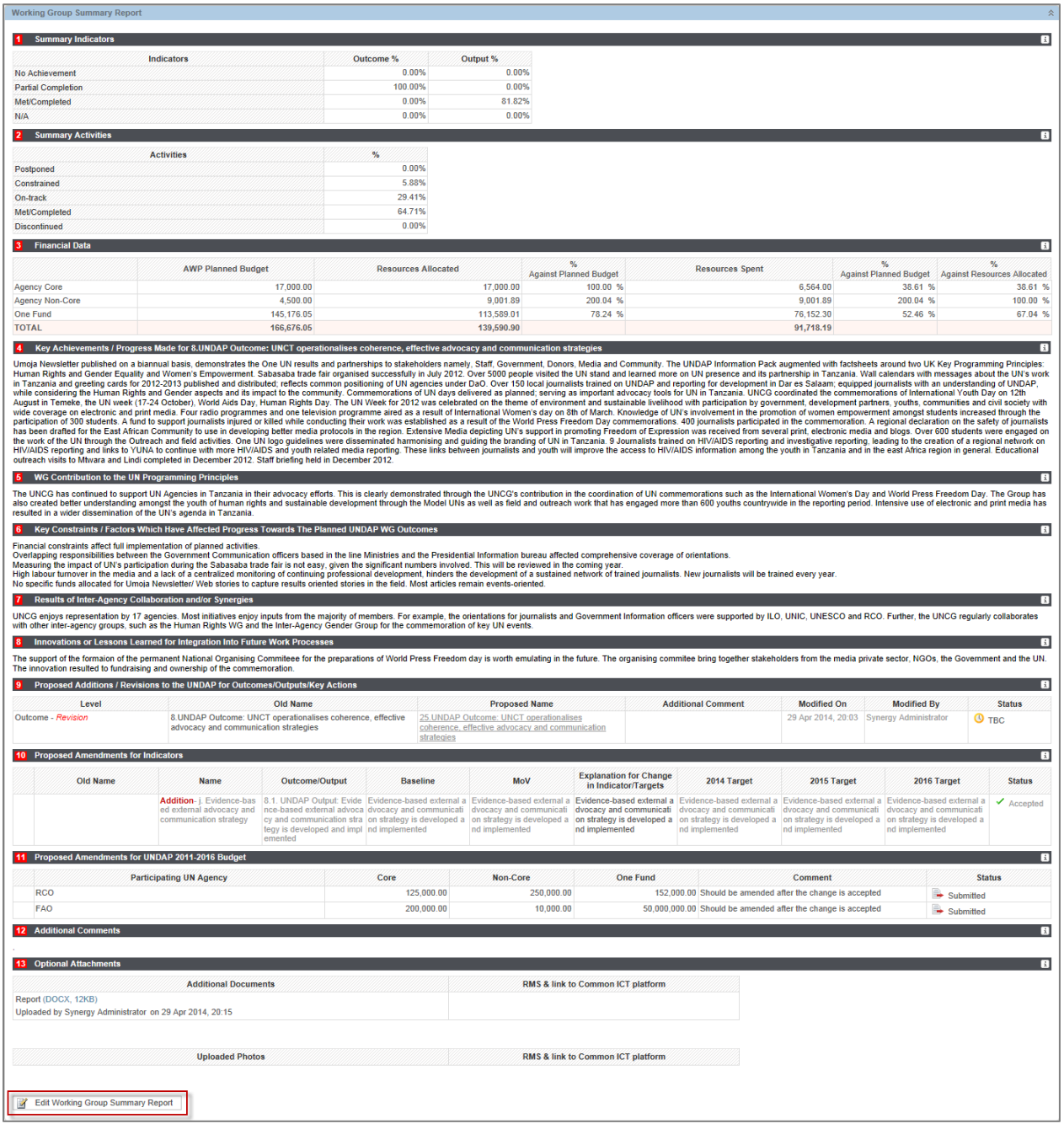
Working Group Summary Report
1 Summary Indicators
Indicators | Outcome % | Output %
No Achievement | 0.00% | 0.00%
Partial Completion | 100.00% | 0.00%
Met/Completed | 0.00% | 81.82%
N/A | 0.00% | 0.00%
2 Summary Activities
Activities | %
Postponed | 0.00%
Constrained | 5.88%
On-track | 29.41%
Met/Completed | 64.71%
Discontinued | 0.00%
3 Financial Data
AWP Planned Budget | Resources Allocated | % Against Planned Budget | Resources Spent | % Against Planned Budget | % Against Resources Allocated
Agency Core | 17,000.00 | 17,000.00 | 100.00 % | 6,564.00 | 38.61 % | 38.61 %
Agency Non-Core | 4,500.00 | 9,001.89 | 200.04 % | 9,001.89 | 200.04 % | 100.00 %
One Fund | 145,176.05 | 113,589.01 | 78.24 % | 76,152.30 | 52.46 % | 67.04 %
TOTAL | 166,676.05 | 139,590.90 | | 91,718.19 | |
4 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Umoja Newsletter published on a biannual basis, demonstrates the One UN results and partnerships to stakeholders namely, Staff, Government, Donors, Media and Community. The UNDAP Information Pack augmented with factsheets around two UK Key Programming Principles: Human Rights and Gender Equality and Women's Empowerment. Sabasaba trade fair organised successfully in July 2012. Over 5000 people visited the UN stand and learned more on UN presence and its partnership in Tanzania. Wall calendars with messages about the UN's work in Tanzania and greeting cards for 2012-2013 published and distributed; reflects common positioning of UN agencies under DaO. Over 150 local journalists trained on UNDAP and reporting for development in Dar es Salaam; equipped journalists with an understanding of UNDAP, while considering the Human Rights and Gender aspects and its impact to the community. Commemorations of UN days delivered as planned; serving as important advocacy tools for UN in Tanzania. UNCG coordinated the commemorations of International Youth Day on 12th August in Temeke, the UN week (17-24 October), World Aids Day, Human Rights Day. The UN Week for 2012 was celebrated on the theme of environment and sustainable livelihood with participation by government, development partners, youths, communities and civil society with wide coverage on electronic and print media. Four radio programmes and one television programme aired as a result of International Women's day on 8th of March. Knowledge of UN's involvement in the promotion of women empowerment amongst students increased through the participation of 300 students. A fund to support journalists injured or killed while conducting their work was established as a result of the World Press Freedom Day commemorations. 400 journalists participated in the commemoration. A regional declaration on the safety of journalists has been drafted for the East African Community to use in developing better media protocols in the region. Extensive Media depicting UN's support in promoting Freedom of Expression was received from several print, electronic media and blogs. Over 600 students were engaged on the work of the UN through the Outreach and field activities. One UN logo guidelines were disseminated harmonising and guiding the branding of UN in Tanzania. 9 Journalists trained on HIV/AIDS reporting and investigative reporting, leading to the creation of a regional network on HIV/AIDS reporting and links to YUNA to continue with more HIV/AIDS and youth related media reporting. These links between journalists and youth will improve the access to HIV/AIDS information among the youth in Tanzania and in the east Africa region in general. Educational outreach visits to Mtwara and Lindi completed in December 2012. Staff briefing held in December 2012.
5 WG Contribution to the UN Programming Principles
The UNCG has continued to support UN Agencies in Tanzania in their advocacy efforts. This is clearly demonstrated through the UNCG's contribution in the coordination of UN commemorations such as the International Women's Day and World Press Freedom Day. The Group has also created better understanding amongst the youth of human rights and sustainable development through the Model UNs as well as field and outreach work that has engaged more than 600 youths countrywide in the reporting period. Intensive use of electronic and print media has resulted in a wider dissemination of the UN's agenda in Tanzania.
6 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes
Financial constraints affect full implementation of planned activities.
Overlapping responsibilities between the Government Communication officers based in the line Ministries and the Presidential Information bureau affected comprehensive coverage of orientations.
Measuring the impact of UN's participation during the Sabasaba trade fair is not easy, given the significant numbers involved. This will be reviewed in the coming year.
High labour turnover in the media and a lack of a centralized monitoring of continuing professional development, hinders the development of a sustained network of trained journalists. New journalists will be trained every year.
No specific funds allocated for Umoja Newsletter/ Web stories to capture results oriented stories in the field. Most articles remain events-oriented.
7 Results of Inter-Agency Collaboration and/or Synergies
UNCG enjoys representation by 17 agencies. Most initiatives enjoy inputs from the majority of members. For example, the orientations for journalists and Government Information officers were supported by ILO, UNIC, UNESCO and RCO. Further, the UNCG regularly collaborates with other inter-agency groups, such as the Human Rights WG and the Inter-Agency Gender Group for the commemoration of key UN events.
8 Innovations or Lessons Learned for Integration Into Future Work Processes
The support of the formaion of the permanent National Organising Commiteee for the preparations of World Press Freedom day is worth emulating in the future. The organising commitee bring together stakeholders from the media private sector, NGOs, the Government and the UN. The innovation resulted to fundraising and ownership of the commemoration.
9 Proposed Additions / Revisions to the UNDAP for Outcomes/Outputs/Key Actions
Level | Old Name | Proposed Name | Additional Comment | Modified On | Modified By | Status
Outcome - Revision | 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies | 25.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies | | 29 Apr 2014, 20:03 | Synergy Administrator | TBC
10 Proposed Amendments for Indicators
Old Name | Name | Outcome/Output | Baseline | MoV | Explanation for Change in Indicator/Targets | 2014 Target | 2015 Target | 2016 Target | Status
Addition- j. Evidence-based external advocacy and communication strategy | 8.1. UNDAP Output: Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Accepted
11 Proposed Amendments for UNDAP 2011-2016 Budget
Participating UN Agency | Core | Non-Core | One Fund | Comment | Status
RCO | 125,000.00 | 250,000.00 | 152,000.00 | Should be amended after the change is accepted | Submitted
FAO | 200,000.00 | 10,000.00 | 50,000,000.00 | Should be amended after the change is accepted | Submitted
12 Additional Comments
13 Optional Attachments
Additional Documents | RMS & link to Common ICT platform
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 20:15
Uploaded Photos | RMS & link to Common ICT platform
Edit Working Group Summary Report

Figure 30: Edit Working Group Summary Report Button in AR Section

The *Working Group Summary Reports* sub-section provides the following information:

Field Name	Description
Summary Indicators	This is the status summary of the Working Group outcome/output indicators in the selected fiscal year. For details on statuses, see Updating Target Status.
Summary Activities	This is the status summary of the Working Group activities in the selected fiscal year. For details on statuses, see Providing Activity Review.
Financial Data	The UNDAP 2011-16 BUDGET is displayed here in red, as defined in the *Annual Work Plan* section of the *My Portfolio* module (for details, see Updating AWP Financial Data). The relation of expenditures breakdowns to the UNDAP main budget for the years 2011-2016 is presented here. The expenditure breakdowns are managed from the *Annual Financial Data* form (see Updating Annual Financial Data). For details on the breakdowns, see Viewing AWP Financial Data.
Key Achievements / Progress Made for UNDAP Outcome [OutcomeName]	The Working Group key one UN policy advice and cross cutting considerations for the selected fiscal year is shown here. **Note:** This field will repeat for all the outcomes that the selected Working Group (WG) has.
WG Contribution to the UN Programming Principles	The WG contribution to support Development, Human Rights Protection and Promotion mechanisms as well as establishment of Humanitarian Context in Tanzania should be described here.
Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes	The information on the factors that delayed the progress towards the UNDAP WG outcomes/outputs is shown here.
Results of Inter-Agency Collaboration and/or Synergies	Results of the cases of the inter-agency collaboration and/or synergies are shown here.
Innovations or Lessons Learned for Integration Into Future Work Processes	The lessons that were learnt and will be included in the AWP for the coming year are shown here.
Proposed Additions / Revisions to the UNDAP for Outcomes/ Outputs/Key Actions	Contains information about proposed or revised outcomes / outputs / key actions. Following information is displayed for each proposition/revision:

	• **Level** – indicates whether it is a proposed or revised outcome / output / key action. • **Old Name** – indicates the previous name of the outcome / output / key action. • **Proposed Name** – indicates the projected name of the proposed or revised outcome / output / key action. • **Additional Comment** – indicates comments, if any. • **Modified On** – indicates last modification date. • **Modified By** – indicates last modification author. • **Status** – indicates the current state the proposition/addition is in. The following options are available: Submitted, TBC, and Accepted. To view the details of the added proposed or revised outcome / output / key action, click its name. For instructions on how to add a proposition or revision, see Updating Working Group Annual Summary Report.
Proposed Amendments for Indicators	Contains information about proposed or revised outcomes / outputs. The following information is displayed for each addition/revision: • **Old Name** – indicates the previous name of the indicator. • **Name** – indicates whether it is an addition or revision to the outcome/output indicator, its Sort ID and name. • **Outcome/Output** – shows the outcome/output name the change refers to. • **Baseline** – displays the baseline value for the output/outcome. • **MoV** – describes the means of verification for the outcome/output. • **2012-2016 Target** – these columns show the targets meant to be reached in each year of the UNDAP implementation. • **Status** – indicates the current state addition/revision is in. The following options are available: **Submitted**, **Accepted**, and **Not Accepted**. To view the details of the added or revised outcome / output, click its name. Please note that you can view the details of the submitted indicators. The indicators in all other statuses will appear in the read-only mode.

	For instructions on how to provide outcome/output addition or revision, see Updating Working Group Annual Summary Report.
Proposed Amendments for UNDAP 2011-16 Budget	Provides information about proposed amendments for the UNDAP 2011-2016 Budget. The following information is displayed for each amendment: • **Participating UN Agency** – shows the UN Agency for which the amendment to the budget is made. • **Core** – shows the updated amount that will be used to support the implementation of the agency's core functions. • **Non-Core** – shows the updated amount of the supplementary funding to be used by the agency. • **One Fund** – shows the updated amount of One Fund resources allocated to the Agency. • **Comment** – displays additional comments that provide rationale for the budget amendment. • **Actions/Status** – displays the buttons of the actions that can be performed over the amendment record. Also, displays the current status that the amendment is in. For instructions on how to provide budget amendments, see Updating Working Group Annual Summary Report.
Additional Comments	General comments on the working group activity in the selected fiscal year are shown here.
Optional Attachments	Any Working Group activity in the selected fiscal year related documents and/or images are available here.

6.3.9 Updating Working Group Annual Summary Report

In order to update the summary report provided by the Working Group, follow the steps below:

1. In the *Working Group Summary Report* section, click the **Edit Working Group Summary Report** button (Figure 30). The *Working Group Summary Report* form will open (Figure 31).
2. Some fields in this form are not editable and are just designed to provide statistical information. For details on such fields, see Viewing Working Group Annual Summary Report.
3. Provide the following information:
   - Key Achievements / Progress Made for UNDAP Outcome [OutcomeName]
     Note: This field will repeat for all the outcomes that the selected Working Group (WG) has.
   - WG Contribution to the UN Programming Principles

- Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes
- Results of Inter-Agency Collaboration and/or Synergies
- Innovations or Lessons Learned for Integration Into Future Work Processes

The summary for all the fields above but *WG Contribution to the UN Programming Principles* should not exceed 2,500 characters. This field will allow entering a summary limited to 5,000 characters. *All of these fields are mandatory.* For details on what information is required in the above fields, see Viewing Working Group Annual Summary Report.

4. Indicate **Proposed Additions / Revisions to the UNDAP for Outcomes / Outputs / Key Actions** in this section. For details on adding, revising, accepting and deleting the outcomes / outputs / key actions, see Managing Proposed Additions/Revisions.
5. Indicate **Proposed Amendments for Indicators** in this section. For details on additions/revisions to the indicators, see Managing Indicator Additions / Revisions.
6. Provide information **on Proposed Amendments for UNDAP 2011-16 Budget** in this section. For details on adding, editing, accepting, rejecting, and deleting budget amendments, see Managing Proposed Amendments for UNDAP 2011-16 Budget.
7. In the **Additional Comments**, provide information on proposed amendments to the UNDAP.
8. Attach any supplementary documents and/or images related to the Working Group summary report. For details on how to upload documents and/or images, see Managing Attachments.
9. At the bottom of the *Working Group Summary Report* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Annual Review* section of *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.

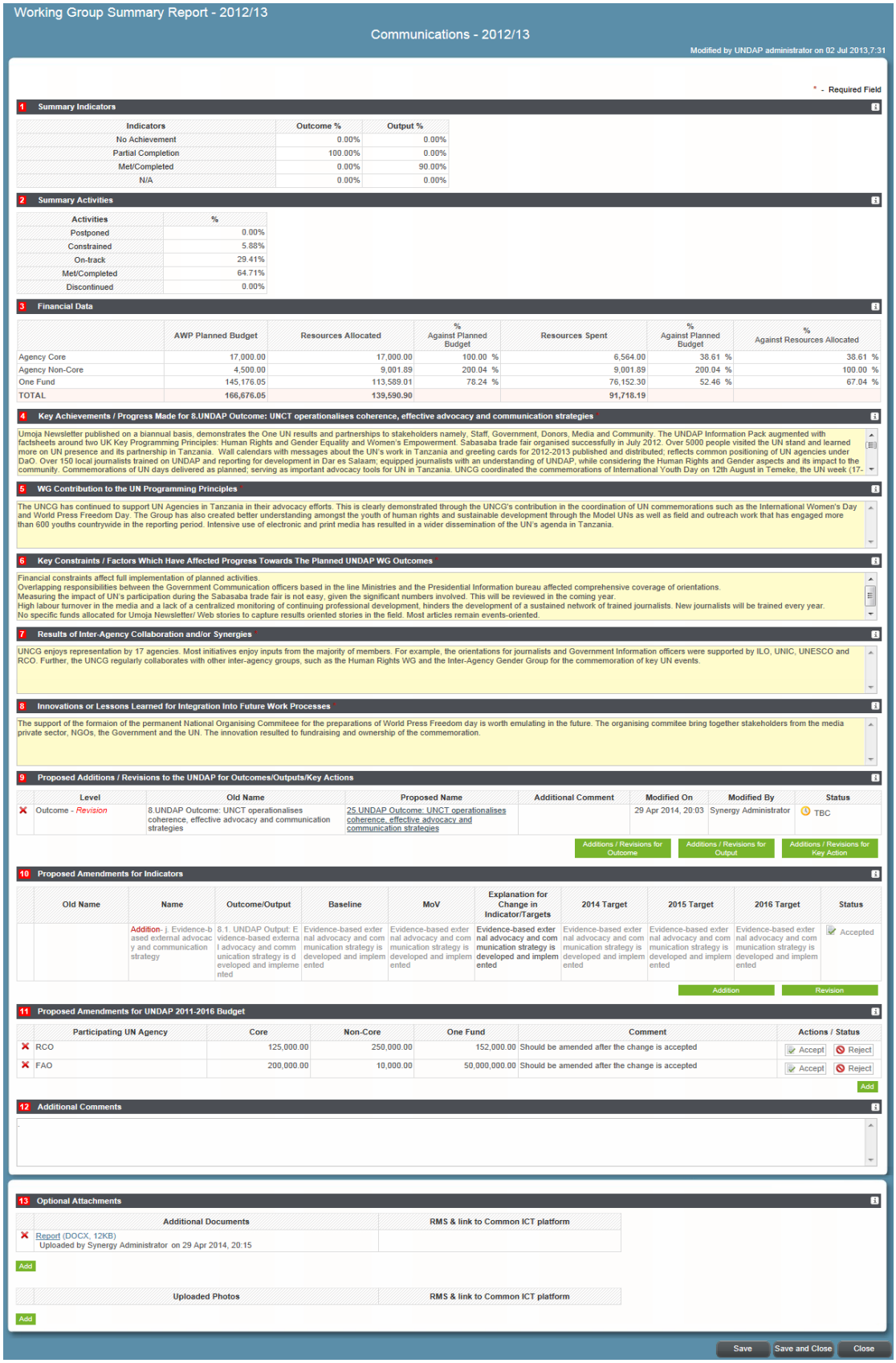
Working Group Summary Report - 2012/13
Communications - 2012/13
Modified by UNDAP administrator on 02 Jul 2013,7:31
* - Required Field
1 Summary Indicators
Indicators | Outcome % | Output %
No Achievement | 0.00% | 0.00%
Partial Completion | 100.00% | 0.00%
Met/Completed | 0.00% | 90.00%
N/A | 0.00% | 0.00%
2 Summary Activities
Activities | %
Postponed | 0.00%
Constrained | 5.88%
On-track | 29.41%
Met/Completed | 64.71%
Discontinued | 0.00%
3 Financial Data
AWP Planned Budget | Resources Allocated | % Against Planned Budget | Resources Spent | % Against Planned Budget | % Against Resources Allocated
Agency Core | 17,000.00 | 17,000.00 | 100.00 % | 6,564.00 | 38.61 % | 38.61 %
Agency Non-Core | 4,500.00 | 9,001.89 | 200.04 % | 9,001.89 | 200.04 % | 100.00 %
One Fund | 145,176.05 | 113,589.01 | 78.24 % | 76,152.30 | 52.46 % | 67.04 %
TOTAL | 166,676.05 | 139,590.90 | | 91,718.19 |
4 Key Achievements / Progress Made for 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies *
Umoja Newsletter published on a biannual basis, demonstrates the One UN results and partnerships to stakeholders namely, Staff, Government, Donors, Media and Community. The UNDAP Information Pack augmented with factsheets around two UK Key Programming Principles: Human Rights and Gender Equality and Women's Empowerment. Sabasaba trade fair organised successfully in July 2012. Over 5000 people visited the UN stand and learned more on UN presence and its partnership in Tanzania. Wall calendars with messages about the UN's work in Tanzania and greeting cards for 2012-2013 published and distributed; reflects common positioning of UN agencies under DaO. Over 150 local journalists trained on UNDAP and reporting for development in Dar es Salaam; equipped journalists with an understanding of UNDAP, while considering the Human Rights and Gender aspects and its impact to the community. Commemorations of UN days delivered as planned; serving as important advocacy tools for UN in Tanzania. UNCG coordinated the commemorations of International Youth Day on 12th August in Temeke, the UN week (17-
5 WG Contribution to the UN Programming Principles *
The UNCG has continued to support UN Agencies in Tanzania in their advocacy efforts. This is clearly demonstrated through the UNCG's contribution in the coordination of UN commemorations such as the International Women's Day and World Press Freedom Day. The Group has also created better understanding amongst the youth of human rights and sustainable development through the Model UNs as well as field and outreach work that has engaged more than 600 youths countrywide in the reporting period. Intensive use of electronic and print media has resulted in a wider dissemination of the UN's agenda in Tanzania.
6 Key Constraints / Factors Which Have Affected Progress Towards The Planned UNDAP WG Outcomes *
Financial constraints affect full implementation of planned activities.
Overlapping responsibilities between the Government Communication officers based in the line Ministries and the Presidential Information bureau affected comprehensive coverage of orientations.
Measuring the impact of UN's participation during the Sabasaba trade fair is not easy, given the significant numbers involved. This will be reviewed in the coming year.
High labour turnover in the media and a lack of a centralized monitoring of continuing professional development, hinders the development of a sustained network of trained journalists. New journalists will be trained every year.
No specific funds allocated for Umoja Newsletter/ Web stories to capture results oriented stories in the field. Most articles remain events-oriented.
7 Results of Inter-Agency Collaboration and/or Synergies *
UNCG enjoys representation by 17 agencies. Most initiatives enjoy inputs from the majority of members. For example, the orientations for journalists and Government Information officers were supported by ILO, UNIC, UNESCO and RCO. Further, the UNCG regularly collaborates with other inter-agency groups, such as the Human Rights WG and the Inter-Agency Gender Group for the commemoration of key UN events.
8 Innovations or Lessons Learned for Integration Into Future Work Processes *
The support of the formaion of the permanent National Organising Commiteee for the preparations of World Press Freedom day is worth emulating in the future. The organising commitee bring together stakeholders from the media private sector, NGOs, the Government and the UN. The innovation resulted to fundraising and ownership of the commemoration.
9 Proposed Additions / Revisions to the UNDAP for Outcomes/Outputs/Key Actions
Level | Old Name | Proposed Name | Additional Comment | Modified On | Modified By | Status
Outcome - Revision | 8.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies | 25.UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies | | 29 Apr 2014, 20:03 | Synergy Administrator | TBC
Additions / Revisions for Outcome
Additions / Revisions for Output
Additions / Revisions for Key Action
10 Proposed Amendments for Indicators
Old Name | Name | Outcome/Output | Baseline | MoV | Explanation for Change in Indicator/Targets | 2014 Target | 2015 Target | 2016 Target | Status
Addition- j. Evidence-based external advocacy and communication strategy | 8.1. UNDAP Output: Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Evidence-based external advocacy and communication strategy is developed and implemented | Accepted
Addition
Revision
11 Proposed Amendments for UNDAP 2011-2016 Budget
Participating UN Agency | Core | Non-Core | One Fund | Comment | Actions / Status
RCO | 125,000.00 | 250,000.00 | 152,000.00 | Should be amended after the change is accepted | Accept Reject
FAO | 200,000.00 | 10,000.00 | 50,000,000.00 | Should be amended after the change is accepted | Accept Reject
Add
12 Additional Comments
13 Optional Attachments
Additional Documents | RMS & link to Common ICT platform
Report (DOCX, 12KB)
Uploaded by Synergy Administrator on 29 Apr 2014, 20:15
Add
Uploaded Photos | RMS & link to Common ICT platform
Add
Save
Save and Close
Close

Figure 31: Updating Working Group Summary Report

6.3.9.1 Managing Proposed Additions/Revisions

This chapter outlines how to add, revise, accept and delete the outcomes / outputs / key actions to the UNDAP.

6.3.9.1.1 Adding an Outcome Addition/Revision

In order to add an outcome addition/revision, follow the steps below:

1. Click the **Addition/Revision for Outcome** button in the *Proposed Addition/Revision to the UNDAP for Outcomes/Outputs/Key Actions* field (see Viewing Working Group Annual Summary Report). The *Outcome* form will open (Figure 32).

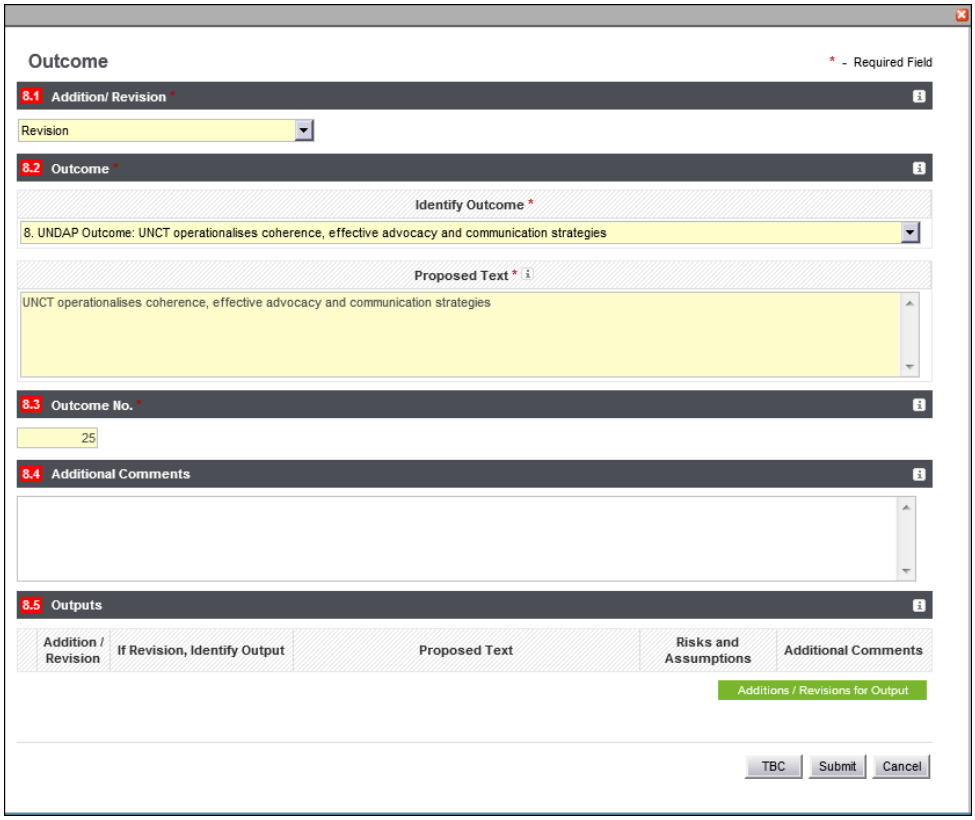

Figure 32: Outcome Form

2. Provide the information requested as described in the table below.

Field Name	Description
Addition/Revision	Choose whether you wish to add a new outcome or to revise an existing one. *This field is mandatory.*
Outcome	If you are adding an outcome, indicate the text of the outcome in the **Proposed Text** field. If you are revising an outcome, then select it from the **Identify Outcome** drop-down list and then

	provide the revised outcome text in the **Proposed Text** field. *These fields are mandatory.*
Outcome No.	Enter/revise the ID number for the outcome. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Outcome** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Additional Comments	Define additional comments about the outcome here.
Outputs	In this field you may make additions/revisions to the outputs of the newly added/revised outcome. For instructions on how to achieve that, see right below.

3. Press the **Addition/Revision for Output** button in the *Outputs* field of the *Outcome* form (Figure 32). An *Output* form will open (Figure 33).

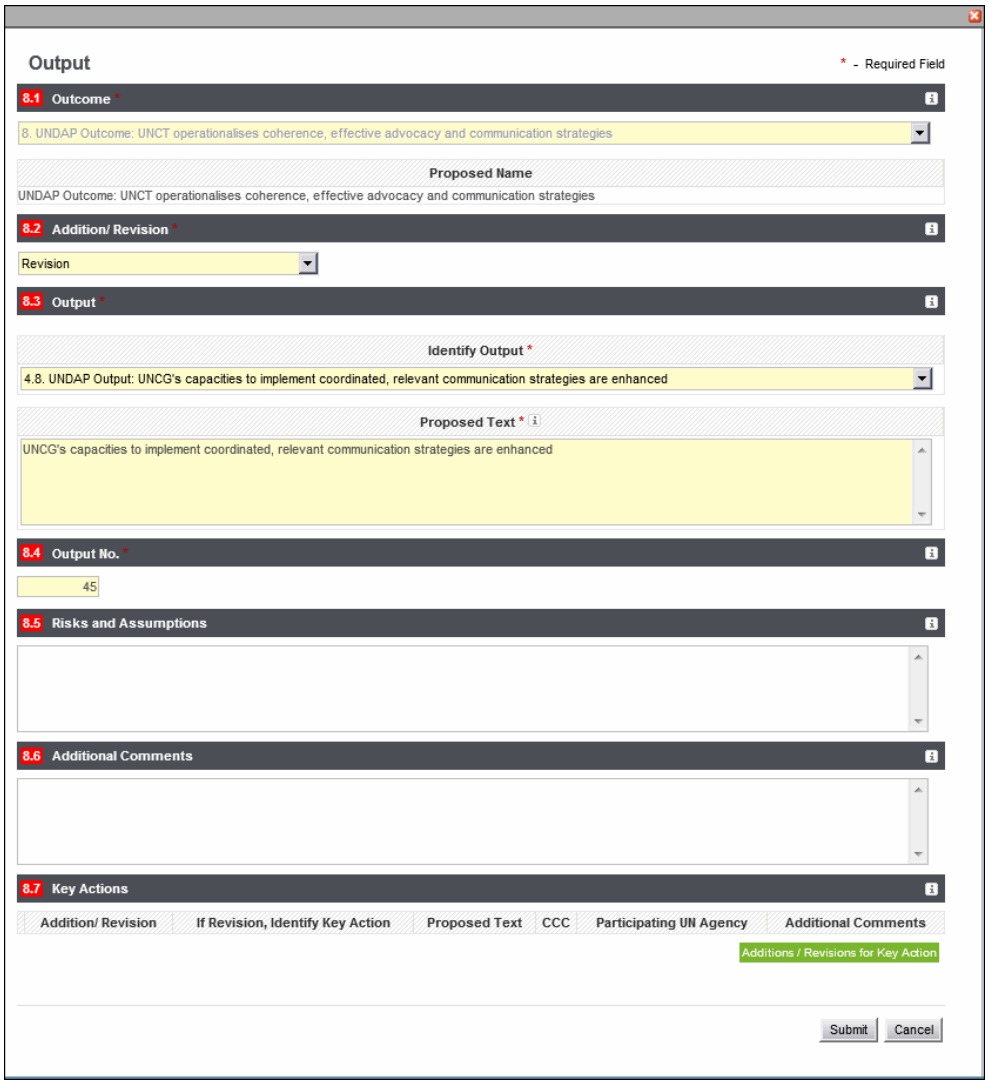

Figure 33: Output Form when Adding/Revising an Outcome

4. Provide the information requested as described in the table below.

Field Name	Description
Outcome	This field shows the umbrella outcome for which the output is added/revised. The **Proposed Name** field displays the name for the newly added/revised outcome (see above).
Addition/Revision	If you are revising an outcome, you may revise the outputs of the outcome here or add new outputs. However, if you are adding a new outcome, this drop-down list will stick to the value *Addition* since you will need to define new outputs in this form. *This field is mandatory.*
Output	If you are adding an output, indicate the text of the output in the **Proposed Text** field. If you are revising an output, then select it from the **Identify Output** drop-down list and then provide the revised output text in the **Proposed Text** field. *These fields are mandatory.*
Output No.	Enter the ID number for the output being revised/added. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Output** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Risks and Assumptions	Indicate any output related risks and assumptions that may occur during realization.
Additional Comments	Define additional comments about the output here.
Key Actions	In this field you may make additions/revisions to the key action of the newly added/revised output. For instructions on how to achieve that, see right below.

5. Press the **Addition/Revision for Key Action** button in the *Key Actions* field of the *Output* form (Figure 33). A *Key Action* form will open (Figure 34).

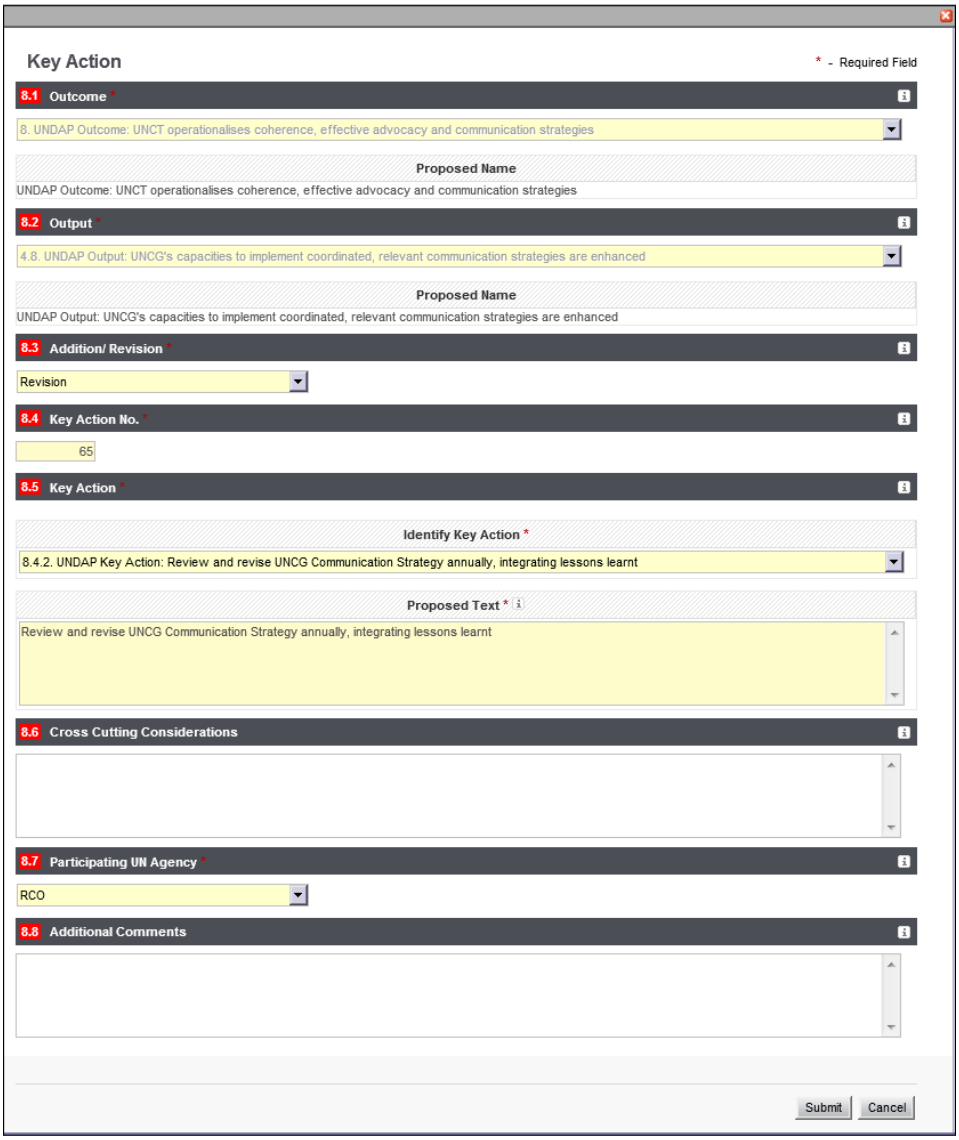
Key Action
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Proposed Name
UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Output *
4.8. UNDAP Output: UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
Proposed Name
UNDAP Output: UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
8.3 Addition/ Revision *
Revision
8.4 Key Action No. *
65
8.5 Key Action *
Identify Key Action *
8.4.2. UNDAP Key Action: Review and revise UNCG Communication Strategy annually, integrating lessons learnt
Proposed Text *
Review and revise UNCG Communication Strategy annually, integrating lessons learnt
8.6 Cross Cutting Considerations
8.7 Participating UN Agency *
RCO
8.8 Additional Comments
Submit
Cancel

Figure 34: Key Action Form when Adding/Revising an Outcome

6. Provide the information requested as described in the table below.

Field Name	Description
Outcome	This field shows the umbrella outcome for which the output is added/revised. The **Proposed Name** field displays the name for the newly added/revised outcome (see above).
Output	This field shows umbrella output for which the key action is added/revised. The **Proposed Name** field displays the name for the newly added/revised output (see above).
Addition/Revision	If you are revising an output, you may revise the key actions of the output here or add new key actions. However, if you are adding a new output, this drop-down list will stick to the value

	Addition since you will need to define new key actions in this form. *This field is mandatory.*
Key Action No.	Enter the ID number for the key action being revised/added. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Key Action** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Key Action	If you are adding a key action, indicate the text of the key action in the **Proposed Text** field. If you are revising a key action, then select it from the **Identify Key Action** drop-down list and then provide the revised key action text in the **Proposed Text** field. *These fields are mandatory.*
Cross Cutting Considerations	Provide the cross cutting consideration for the key action.
Participating UN Agency	This field shows which UN agency was selected as a participating agency in the outcome realization. *This field is mandatory.*
Additional Comments	Define additional comments about the key action here.

7. Press the **Submit** button in the *Key Action* form to save the key action. The key action will appear in the *Output* form (Figure 35).

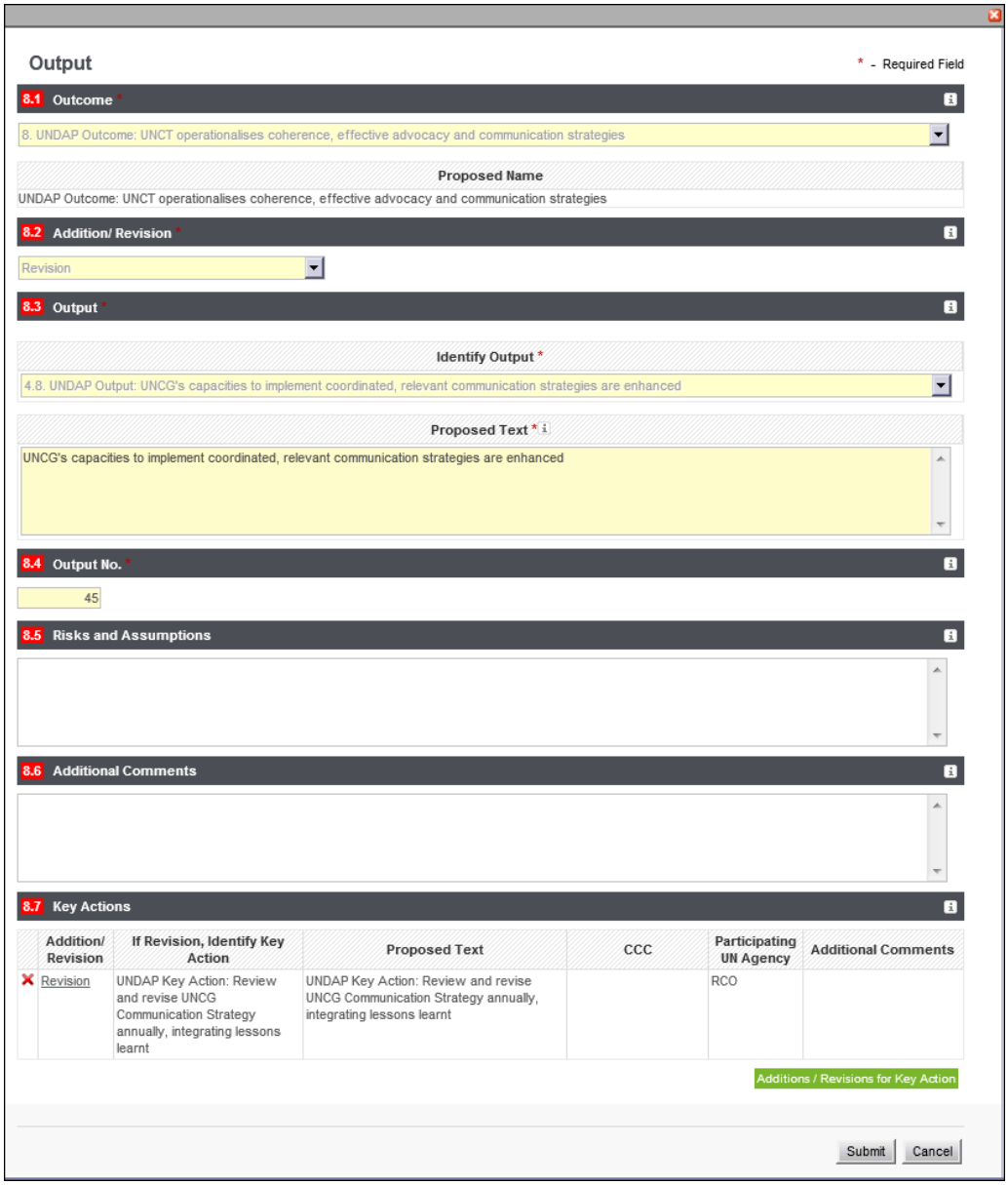
Output
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Proposed Name
UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Addition/ Revision *
Revision
8.3 Output *
Identify Output *
4.8. UNDAP Output: UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
Proposed Text *
UNCG's capacities to implement coordinated, relevant communication strategies are enhanced
8.4 Output No. *
45
8.5 Risks and Assumptions
8.6 Additional Comments
8.7 Key Actions
Addition/ Revision
If Revision, Identify Key Action
Proposed Text
CCC
Participating UN Agency
Additional Comments
Revision
UNDAP Key Action: Review and revise UNCG Communication Strategy annually, integrating lessons learnt
UNDAP Key Action: Review and revise UNCG Communication Strategy annually, integrating lessons learnt
RCO
Additions / Revisions for Key Action
Submit
Cancel

Figure 35: Output Form with Key Action Data when Adding/Revising an Outcome

8. Press the **Submit** button in the *Output* form to save the output along with its key action(s). The added output and its key action(s) will appear in the *Outcome* form (Figure 36). Here, under *Outputs* field, all indicated outputs of the outcome are listed. By expanding the list of key actions, you will see the key action for each output.

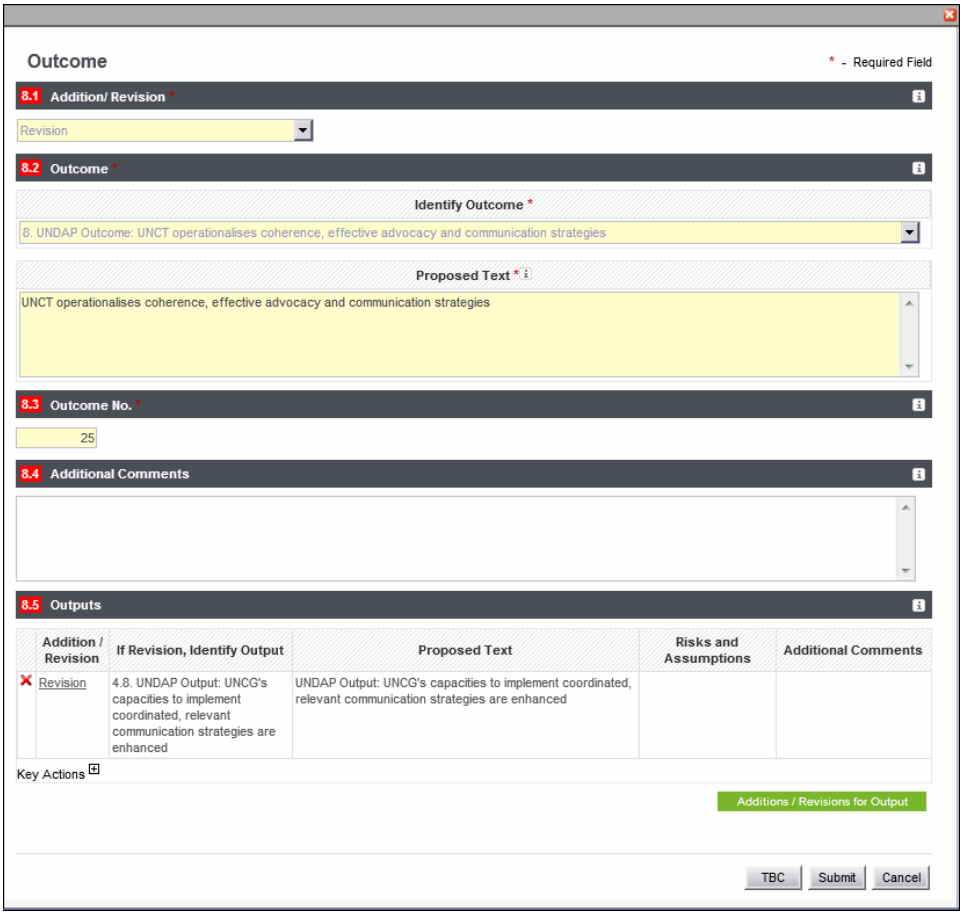

Figure 36: Outcome Form with Output and Key Action Data when Adding/Revising an Outcome

9. Press the **Submit** button in the *Outcome* form to save the additions/revisions made to the outcome, output, and key actions. The outcome will appear in the *Proposed Additions / Revisions to the UNDAP for Outcomes/Outputs/Key Actions* field of the *Summary Report* form with the **Submitted** status assigned to it.

6.3.9.1.2 Adding an Output Addition/Revision

In order to add an output addition/revision, follow the steps below:

1. Click the **Addition/Revision for Output** button in the *Proposed Addition/Revision to the UNDAP for Outcomes/Outputs/Key Actions* field (see Viewing Working Group Annual Summary Report). The *Output* form will open (Figure 37).

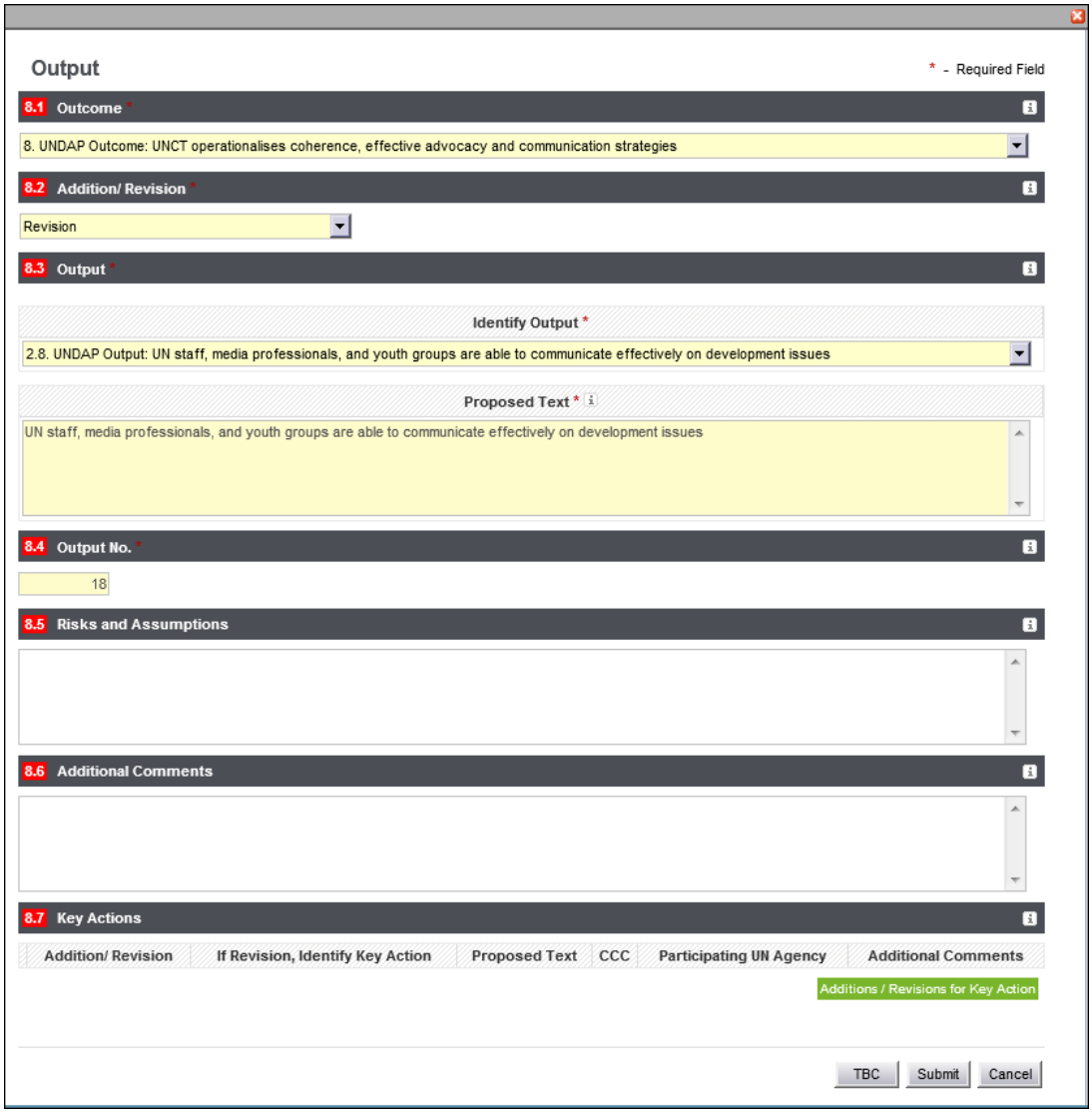
Output
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Addition/ Revision *
Revision
8.3 Output *
Identify Output *
2.8. UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
Proposed Text *
UN staff, media professionals, and youth groups are able to communicate effectively on development issues
8.4 Output No. *
18
8.5 Risks and Assumptions
8.6 Additional Comments
8.7 Key Actions
Addition/ Revision
If Revision, Identify Key Action
Proposed Text
CCC
Participating UN Agency
Additional Comments
Additions / Revisions for Key Action
TBC
Submit
Cancel

Figure 37: Output Form when Adding/Revising an Output

2. Provide the information requested as described in the table below.

Field Name	Description
Outcome	Choose an umbrella outcome for the output. *This field is mandatory.*
Addition/Revision	Choose whether you wish to add a new output or to revise an existing one for the selected outcome. *This field is mandatory.*
Output	If you are adding an output, indicate the text of the output in the **Proposed Text** field. If you are revising an output, then select it from the **Identify Output** drop-down list and then provide the revised output text in the **Proposed Text** field. *These fields are mandatory.*

Output No.	Enter the ID number for the output being revised/added. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Output** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Risks and Assumptions	Indicate any output related risks and assumptions that may occur during realization.
Additional Comments	Define additional comments about the output here.
Key Actions	In this field you may make additions/revisions to the key action of the newly added/revised output. For instructions on how to achieve that, see right below.

3. Press the **Addition/Revision for Key Action** button in the *Key Actions* field of the *Output* form (Figure 37). A *Key Action* form will open (Figure 38).

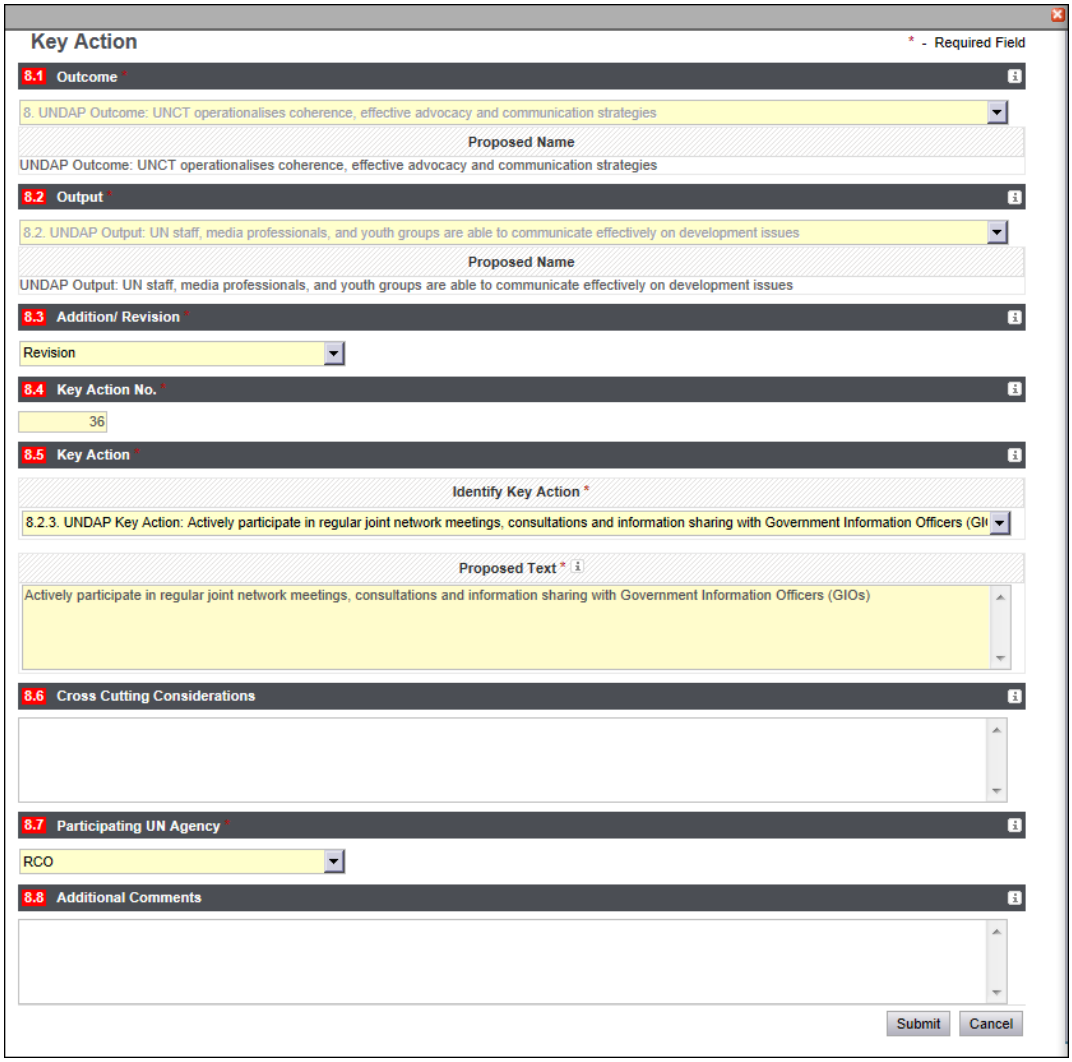
Key Action
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Proposed Name
UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Output *
8.2. UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
Proposed Name
UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
8.3 Addition/ Revision *
Revision
8.4 Key Action No. *
36
8.5 Key Action *
Identify Key Action *
8.2.3. UNDAP Key Action: Actively participate in regular joint network meetings, consultations and information sharing with Government Information Officers (GI
Proposed Text *
Actively participate in regular joint network meetings, consultations and information sharing with Government Information Officers (GIOs)
8.6 Cross Cutting Considerations
8.7 Participating UN Agency *
RCO
8.8 Additional Comments
Submit
Cancel

Figure 38: Key Action Form when Adding/Revising an Output

4. Provide the information requested as described in the table below.

Field Name	Description
Outcome	This field shows the umbrella outcome for which the output is added/revised.
Output	This field shows for which output the key action is added/revised. The **Proposed Name** field displays the name for the newly added/revised output (see above).
Addition/Revision	If you are revising an output, you may revise the key actions of the output here or add new key actions. However, if you are adding a new output, this drop-down list will stick to the value *Addition* since you will need to define new key actions in this form. *This field is mandatory.*
Key Action No.	Enter the ID number for the key action being revised/added. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Key Action** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Key Action	If you are adding a key action, indicate the text of the key action in the **Proposed Text** field. If you are revising a key action, then select it from the **Identify Key Action** drop-down list and then provide the revised key action text in the **Proposed Text** field. *These fields are mandatory.*
Cross Cutting Considerations	Provide the cross cutting consideration for the key action.
Participating UN Agency	This field shows which UN agency was selected as a participating agency in the outcome realization. *This field is mandatory.*
Additional Comments	Define additional comments about the key action here.

5. Press the **Submit** button in the *Key Action* form to save the key action. The key action will appear in the *Output* form (Figure 39).

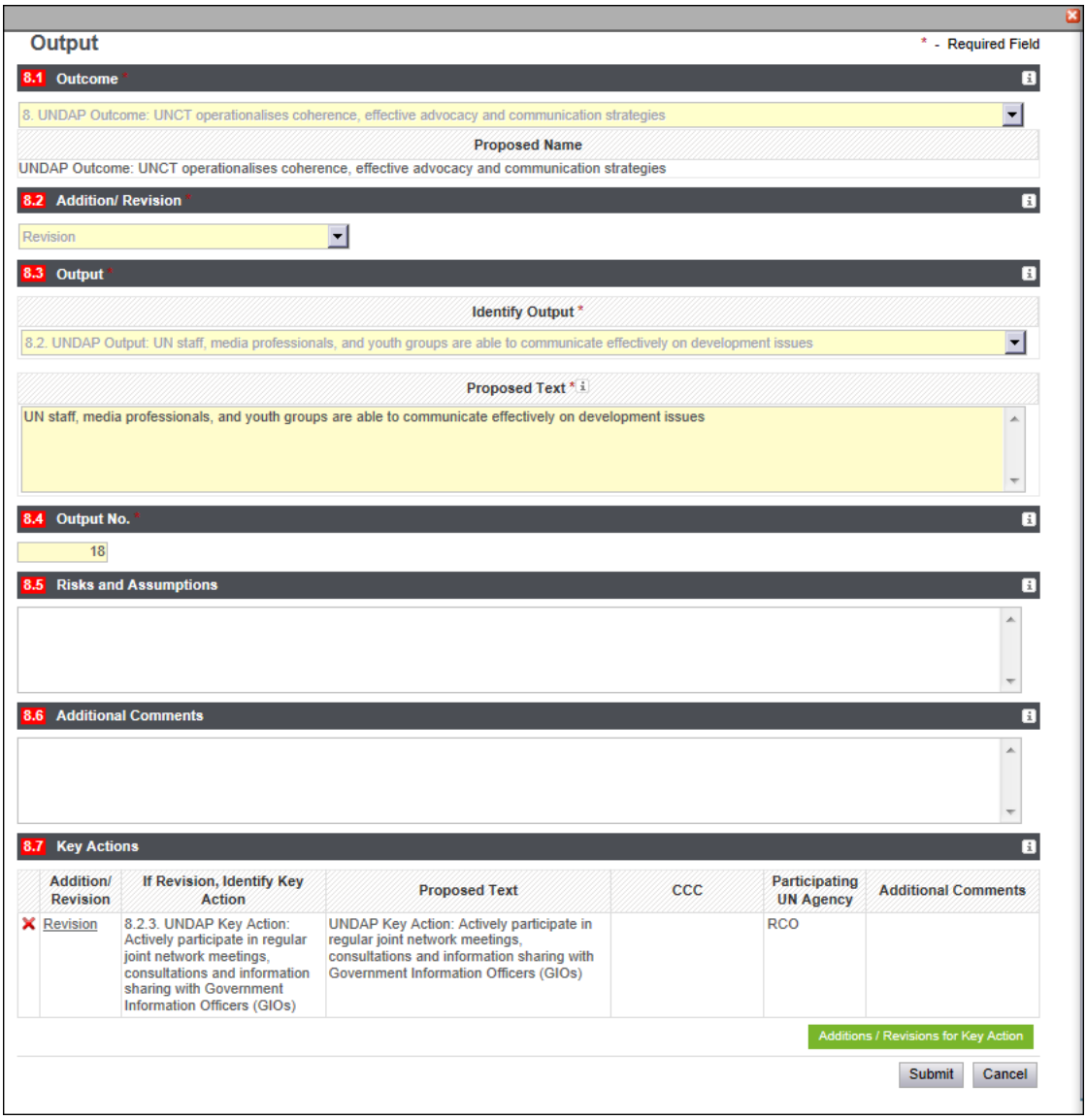
Output
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
Proposed Name
UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Addition/ Revision *
Revision
8.3 Output *
Identify Output *
8.2. UNDAP Output: UN staff, media professionals, and youth groups are able to communicate effectively on development issues
Proposed Text *
UN staff, media professionals, and youth groups are able to communicate effectively on development issues
8.4 Output No. *
18
8.5 Risks and Assumptions
8.6 Additional Comments
8.7 Key Actions
Addition/ Revision
If Revision, Identify Key Action
Proposed Text
CCC
Participating UN Agency
Additional Comments
Revision
8.2.3. UNDAP Key Action: Actively participate in regular joint network meetings, consultations and information sharing with Government Information Officers (GIOs)
UNDAP Key Action: Actively participate in regular joint network meetings, consultations and information sharing with Government Information Officers (GIOs)
RCO
Additions / Revisions for Key Action
Submit
Cancel

Figure 39: Output Form with Key Action Data when Adding/Revising an Output

6. Press the **Submit** button in the *Output* form to save the output along with its key action(s). The added output and its key action(s) will appear in the *Proposed Additions / Revisions to the UNDAP for Outcomes/Outputs/Key Actions* field of the *Summary Report* form with the **Submitted** status assigned to it.

6.3.9.1.3 Adding a Key Action Addition/Revision

In order to add a key action addition/revision, follow the steps below:

1. Click the **Addition/Revision for Key Action** button in the *Proposed Addition/Revision to the UNDAP for Outcomes/Outputs/Key Actions* field (see Viewing Working Group Annual Summary Report). The *Key Action* form will open (Figure 40).

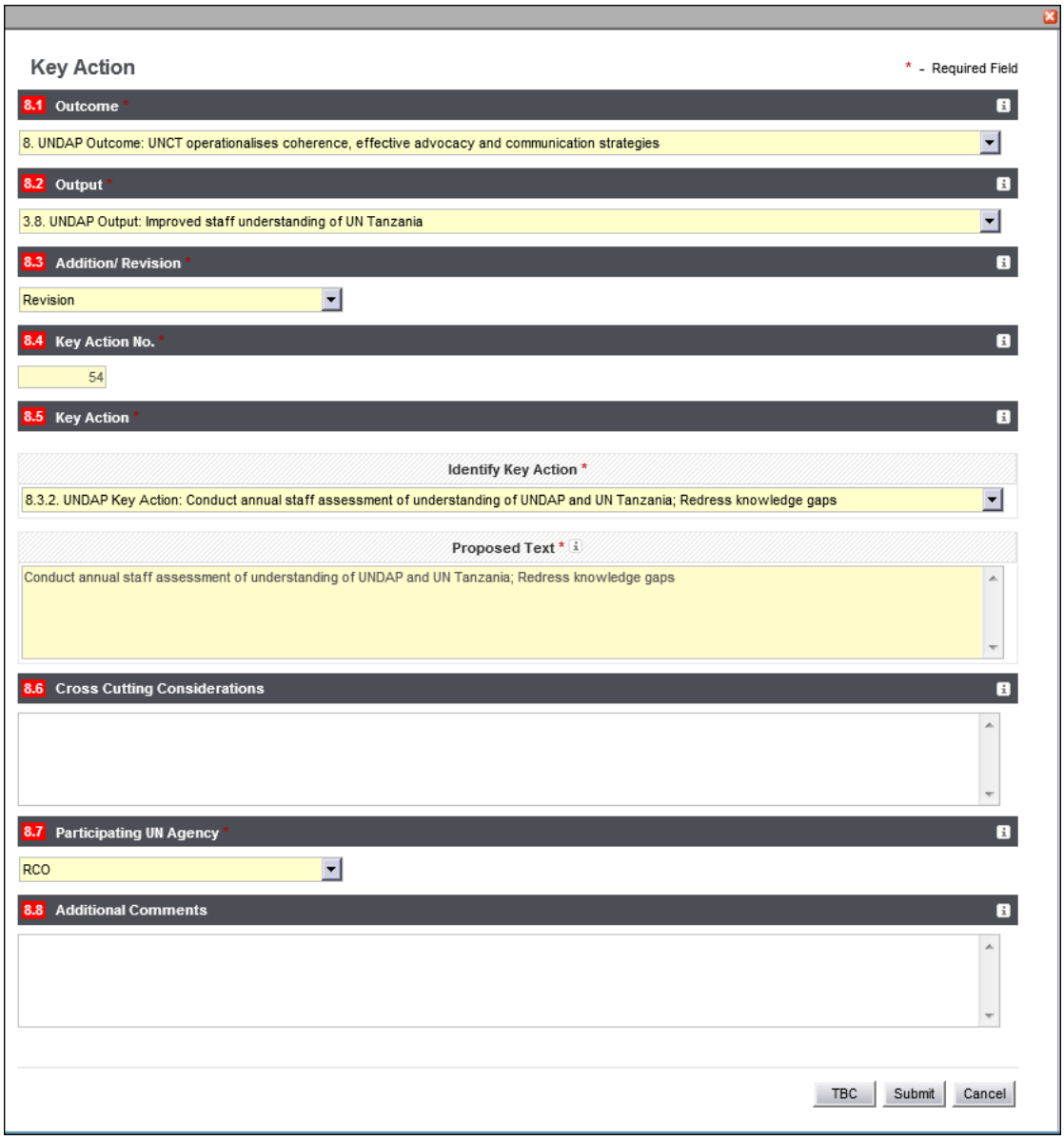
Key Action
* - Required Field
8.1 Outcome *
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.2 Output *
3.8. UNDAP Output: Improved staff understanding of UN Tanzania
8.3 Addition/ Revision *
Revision
8.4 Key Action No. *
54
8.5 Key Action *
Identify Key Action *
8.3.2. UNDAP Key Action: Conduct annual staff assessment of understanding of UNDAP and UN Tanzania; Redress knowledge gaps
Proposed Text *
Conduct annual staff assessment of understanding of UNDAP and UN Tanzania; Redress knowledge gaps
8.6 Cross Cutting Considerations
8.7 Participating UN Agency *
RCO
8.8 Additional Comments
TBC
Submit
Cancel

Figure 40: Key Action Form when Adding/Revising a Key Action

2. Provide the information requested as described in the table below.

Field Name	Description
Outcome	Choose an umbrella outcome for the output. *This field is mandatory.*
Output	Choose an umbrella output for the key action. *This field is mandatory.*
Addition/Revision	Choose whether you wish to add a new key action or to revise an existing one for the selected output. *This field is mandatory.*

Key Action No.	Enter the ID number for the key action being revised/added. This number will serve as an identifier in the RMS database and will be used for reference. The number provided for the **Key Action** should be unique across Working Group/Outcome/Output/Key Action hierarchy. *This field is mandatory.*
Key Action	If you are adding a key action, indicate the text of the key action in the **Proposed Text** field. If you are revising a key action, then select it from the **Identify Key Action** drop-down list and then provide the revised key action text in the **Proposed Text** field. *These fields are mandatory.*
Cross Cutting Considerations	Provide the cross cutting consideration for the key action.
Participating UN Agency	Select the UN agency participating in the key action realization. *This field is mandatory.*
Additional Comments	Define additional comments about the key action here.

3. Press the **Submit** button in the *Key Action* form to save the key action. The added key action will appear in the *Proposed Additions / Revisions to the UNDAP for Outcomes/Outputs/Key Actions* field of the *Summary Report* form with the **Submitted** status assigned to it.

6.3.9.1.4 Editing Proposed Additions/Revisions

To edit a proposed addition/revision for outcomes / outputs / key actions, click the corresponding outcome / output / key action. A window with outcome / output / key action will open.

Make the necessary changes and press the **OK** button to submit the changes, or **Cancel** to discard them.

Note: When editing the existing addition/revision record, some fields (e.g. Outcome, Output, Addition/Revision, etc.) are non-editable. You may only edit the addition/revision related text fields.

6.3.9.1.5 Deleting Proposed Additions/Revisions

In order to remove a proposed addition/revision for outcomes / outputs / key actions, click ✖ **(Remove from the list)** to the left of the selected record.

Note: This action is only available for the pending records; it is not available once the administrator has accepted the addition/revision.

6.3.9.1.6 Approving the Proposed Additions/Revisions

The approval of the proposed additions / revisions is performed in two phases: first outcome / output / key action with an addition / revision should be set to the *TBC* state, then, after an optional discussion with the committee, the changes may be accepted.

Note: Only administrator is eligible to approve the proposed additions/revisions made to the outcomes / outputs / key actions.

To move the addition / revision into *TBC* state, the administrator should click the corresponding outcome / output / key action in the *Proposed Addition/Revision to the UNDAP for Outcomes/Outputs/Key Actions* field of the *Working Group Summary Report* form (see Updating Working Group Annual Summary Report). At the bottom of the opened *Outcome / Output / Key Action* form (see Managing Proposed Additions/Revisions), press the **TBC** button. The outcome / output / key action will change its status to **TBC** in the *Proposed Addition/Revision to the UNDAP for Outcomes/Outputs/Key Actions* table of the *Working Group Summary Report* form.

As the outcome / output / key action is confirmed by the committee, the administrator can approve it by going again to the *Outcome / Output / Key Action* form (see Managing Proposed Additions/Revisions) and pressing the **Accept** button. The added / revised outcome / output / key action will receive the **Accepted** status and will become available for the analytical reporting in *List*, *Chart* and *Report* modules.

Attention: Accepted outcomes / outputs / key actions cannot be deleted.

6.3.9.2 Managing Proposed Amendments for UNDAP 2011-16 Budget

This chapter outlines how to add, edit, delete, accept, and reject UNDAP 2011-2016 Budget amendment records.

6.3.9.2.1 Adding a Budget Amendment Record

In order to add a UNDAP Budget amendment record, follow the steps below:

1. Click the **Add** button at the bottom of the *Proposed Amendments for UNDAP 2011-16 Budget* field. An empty record will appear (Figure 41).

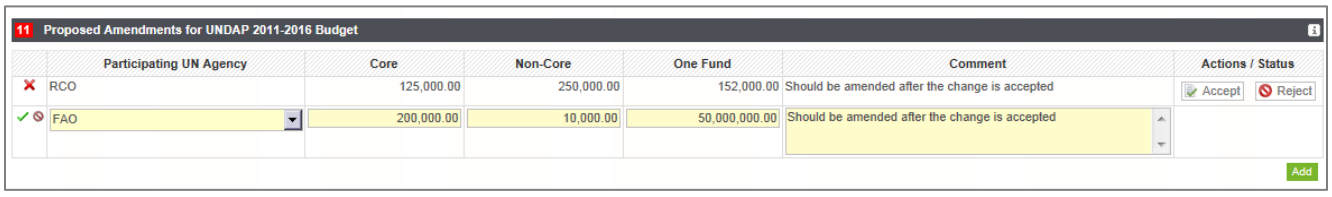

Figure 41: Providing Budget Amendment Information

2. Select the UN Agency that will benefit from the budget amendment by selecting the appropriate instance from the **Participating UN Agency** drop-down field.

3. Enter the amended amounts in the **Core**, **Non-Core**, and **One Fund** fields.
4. Enter justification for proposing the budget amendment in the **Comment** field.
5. After finishing, click ✔ **(OK)** to confirm the information input. Or, ⊘ click **(Cancel)** to terminate the operation. The newly added budget amendment record will appear in the *Proposed Amendments for UNDAP 2011-16 Budget* table with the **Submitted** status assigned to it.

6.3.9.2.2 Editing Budget Amendment Records

In order to edit a UNDAP Budget amendment record, follow the steps below:

1. Click the record that you want to edit. This will activate the selected record.
2. Make changes in the data displayed.
3. After finishing, click ✔ **(OK)** to apply the changes made. Or, ⊘ click **(Cancel)** to discard them.

6.3.9.2.3 Deleting Budget Amendment Records

To delete a budget amendment record, click the ✖ **(Delete)** button to the left of the selected record.

6.3.9.2.4 Approving the Proposed Budget Amendments

For the proposed budget amendments to enter into force and to be considered when planning the UNDAP budget for the coming fiscal year, it is necessary to approve them.

Note: Only administrator is eligible to approve the proposed amendments made to the UNDAP budget.

In order to approve the proposed budget amendments, click the **Accept** button at the bottom of the record that you want to approve (Figure 42). The approved budget amendment record will receive the **Accepted** status.

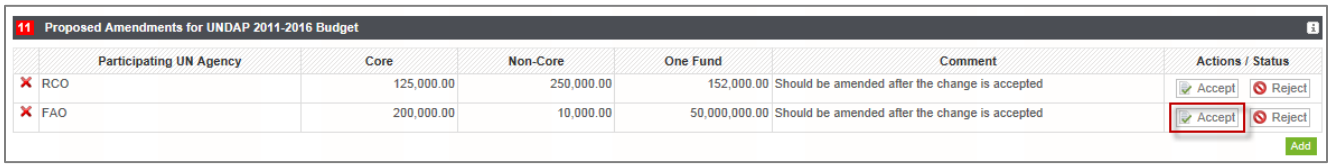

Figure 42: Accepting Budget Amendments

6.3.9.2.5 Rejecting the Proposed Budget Amendments

In order to reject the proposed budget amendments, click the **Reject** button at the bottom of the record that you want to reject (Figure 43).

Note: Only administrator is eligible to reject the proposed amendments made to the UNDAP budget.

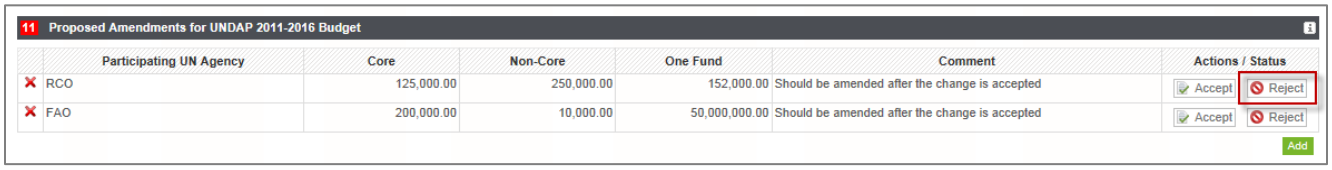

Figure 43: Rejecting Budget Amendments

6.4 Managing Resource Mobilization

The UNDAP includes a Single Budgetary Framework (One Budget) comprised of agency core, agency non-core and One Fund resources. Each initiative may draw upon one, two or all three sources of funding to resource activities.

- **Agency Core** resources are provided by member states on a voluntary basis for core (and some programmatic) functions of the agency. These are allocated by headquarters to country offices. Only a few UN agencies can draw upon core funding.
- **Agency Non-Core** resources constitute supplementary funding for programmatic (and some core) functions of the agency. These are financed through resource mobilization efforts at headquarter, regional and country level. All UN agencies utilize non-core funding streams, although some rely more heavily on this type of resources than others.
- The **One Fund** in Tanzania was established in 2007 under the Delivering as One UN reform agenda, to finance both programmatic and operation functions at the country level. It is managed by the Multi-Partner Trust Fund (MPTF) Office in New York and resourced through Development Partners' contributions at headquarters through mechanisms such as the Expanded Funding Window as well as at the country-level. Almost all UN agencies contributing to the UNDAP 2011-2016 in Tanzania draw upon One Fund resources.

Delivery of the UNDAP, including the reform agenda, depends upon the successful mobilization of all three sources of funding. It is therefore critical that the UN Country Team develop and execute a coherent, transparent and above all effective resource mobilization strategy for the UNDAP Outcomes to be realized.

To view the Resource Mobilization Action Plans (RMAP) that are intended for identifying funding gaps and mobilizing resources at country level according to the mapped donor environment and identified priority areas, the following information should be selected at the top of the *Resource Mobilization* section (Figure 44):

- **Agency** – lists the participating UN agencies.

The *Resource Mobilization* section consists of the following sub-sections:

- **Agency Core Funds** – provides information on funds received from member states. Funding records in the list are sorted according to the date when the funding was placed. This section also displays the totals of amounts committed, deposited and available for programming. Moreover, to make this section more informative and make it serve its purpose better, the following calculated amounts are displayed at the bottom of the *Agency Core Funds* table:

- **Funds Allocated –** displays the total sum of core resources allocated to the agency's Working Groups (WGs).
- **Funds Unallocated -** displays the difference between the amount available for programming and total core resources allocated to the agency's WGs.

In this section, you can view information on agency's core funds as well as add new funding records. To add new funding records, see Adding an Agency Core Fund Record.

- **Agency Non-core Funds** – provides information about the contributions made by eligible entities towards supplementary funding of the UN agency. Contributions in the list are sorted according to the date when the contribution was made. This section also displays the totals of amounts committed, deposited and available for programming. Moreover, to make this section more informative and make it serve its purpose better, the following calculated amounts are displayed at the bottom of the *Agency Non-Core Funds* table:
  - **Funds Allocated –** displays the total sum of non-core resources allocated to the agency's Working Groups (WGs).
  - **Funds Unallocated -** displays the difference between the amount available for programming and total non-core resources allocated to the agency's WGs.

  In this section, you can view information on agency's non-core funds as well as add new contributions. To add a new contribution, see Adding an Agency Non-Core Funds Record.
- **One Fund Balance** – provides information about the contributions made by Development Partners towards funding programmatic and operation functions at the country level. Contributions in the list are sorted according to the date when the contribution was made. This section also displays the totals of amounts committed, deposited and available for programming. Moreover, to make this section more informative and make it serve its purpose better, the following calculated amounts are displayed at the bottom of the *One Fund Balance* table:
  - **Funds Allocated –** displays the total sum of One Fund resources allocated to the agency's Working Groups (WGs).
  - **Funds Unallocated -** displays the difference between the amount available for programming and total One Fund resources allocated to the agency's WGs.

  In this section, you can view information on agency's One Fund balance as well as add new contributions. To add a new contribution, see Adding an Agency One Fund Balance Record.
- **Resource Allocation** – provides information on the resources planned to be allocated to the WG within the scope of the UNDAP 2011-16 budget and the ones actually allocated. This section also displays the total amounts for each type of resource (core, non-core, and One Fund) planned and allocated. Moreover, it displays a grand total amount which is the sum of all planned/allocated resources.

  In this section, you can view information on agency's resource allocation as well as allocate new resources to WGs. To allocate available resources to Working Groups, see Adding a Resource Allocation Record.
- **Resource Mobilization Action and Monitoring Plan** – lists the activities that comprise a sound Resource Mobilization Action Plan (RMAP). This section also displays the total amounts lacking and mobilized.

  In this section you can view information about the WG priority areas as well as add new items to the RMAP. To provide information about the Working Group priority areas and

activities to be carried out, see Adding a Resource Mobilization Action and Monitoring Plan Record.

- **Mapping of Contributor/Partner Environment** – provides information on the partners that are currently contributing or are capable of contributing resources channeled through UN agencies. To draw up a partner profile, see Adding a Mapping of Contributor/Partner Environment Record.

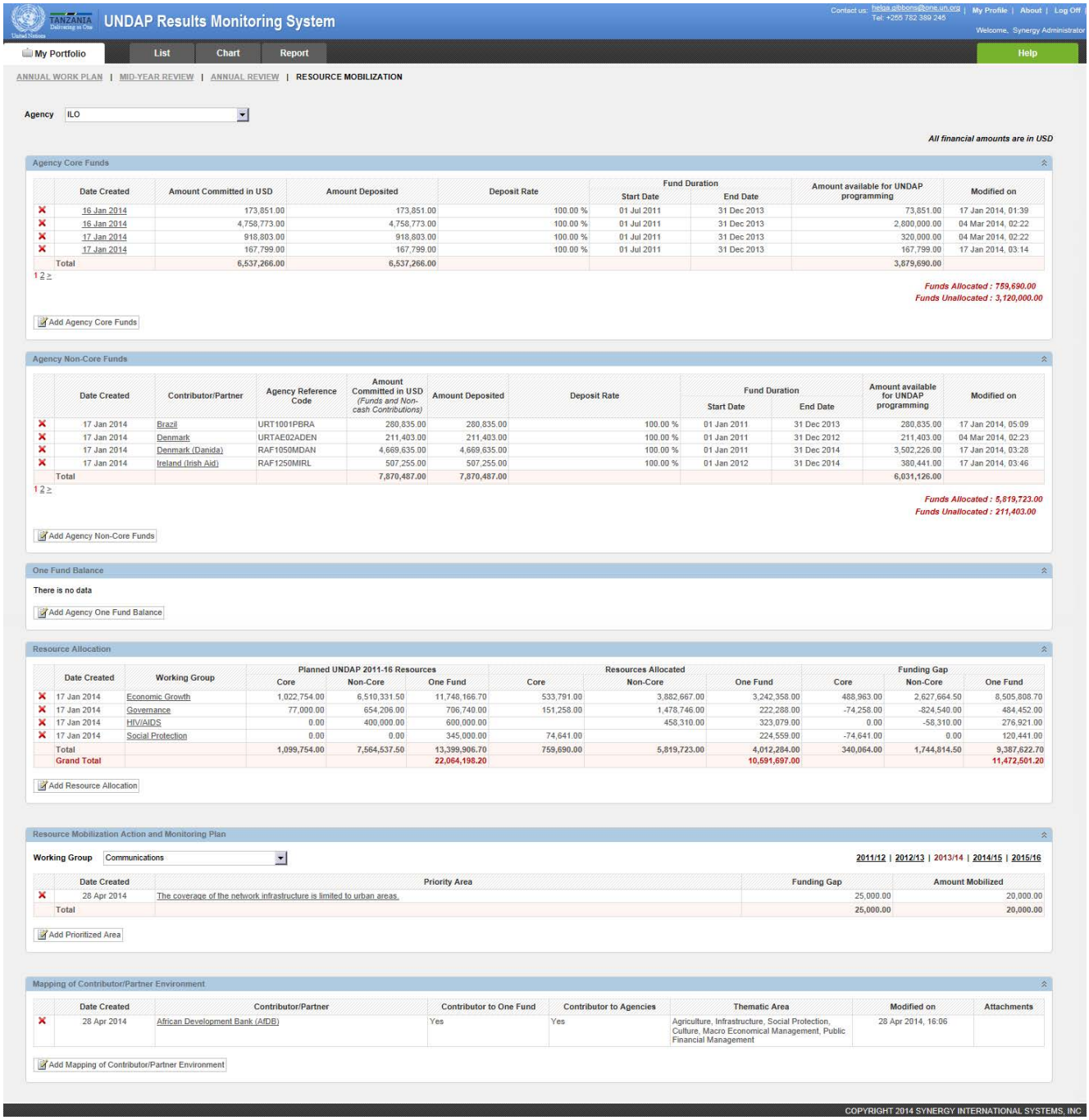

Figure 44: Resource Mobilization Section in My Portfolio Module

6.4.1 Adding an Agency Core Fund Record

To add a new core fund record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44).

1. In the *Agency Core Funds* sub-section, click the **Add Agency Core Funds** button (Figure 45). The *Agency Core Funds* form will appear for the selected UN agency (Figure 46).

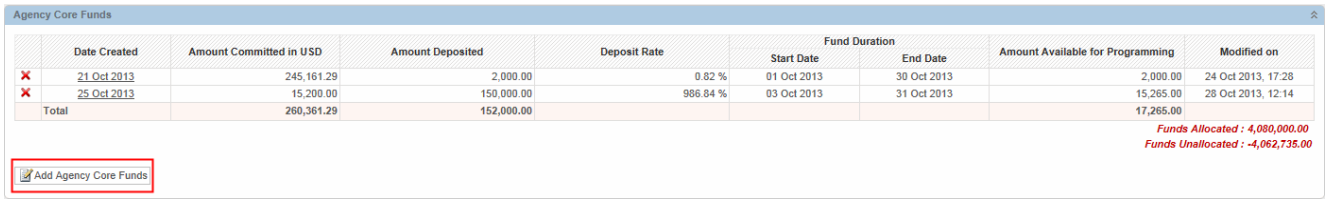

Figure 45: Add Agency Core Funds Button in Resource Mobilization Section

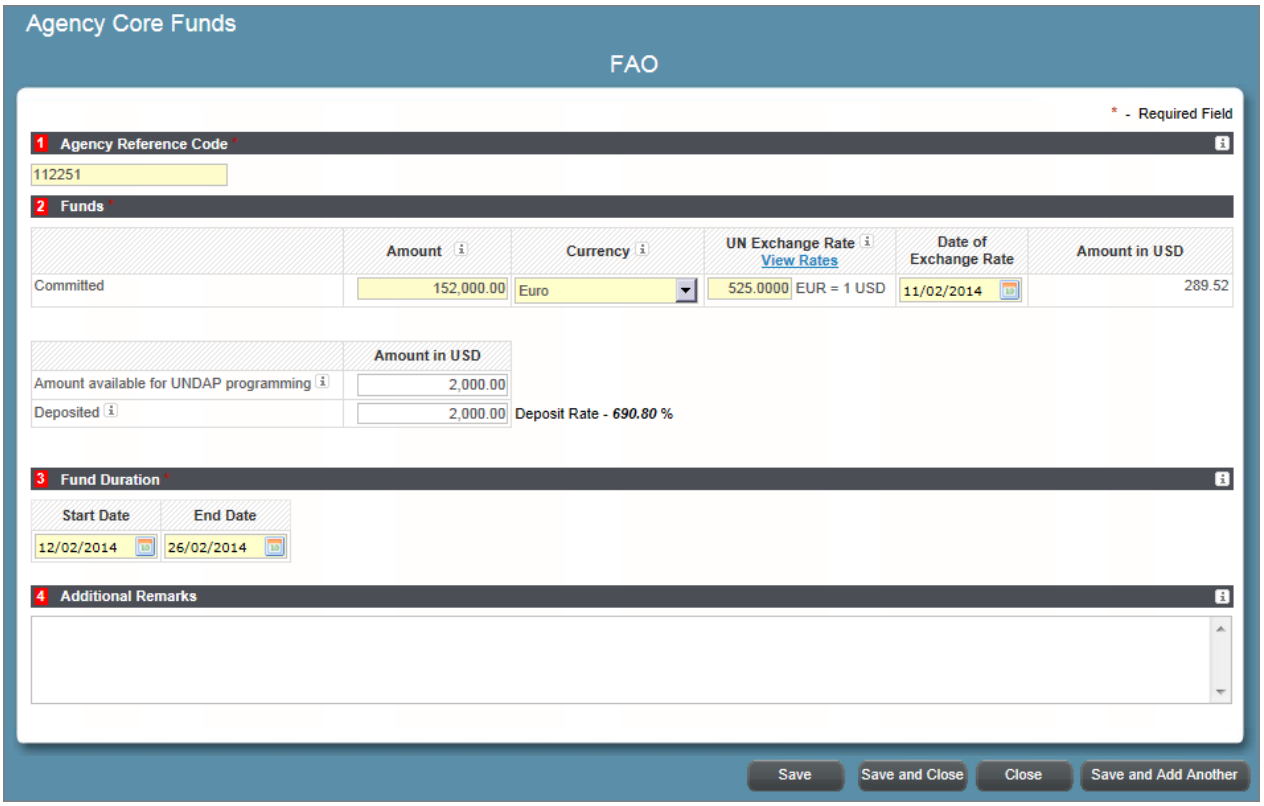

Figure 46: Adding an Agency Core Fund Record

2. Provide the information requested as described in the table below:

Field Name	Description
Agency Reference Code	Provide a unique **Agency Reference Code** that identifies the agency core funds. *This field is mandatory.*

Funds	Provide the agency core **Funds** information: • Enter the committed **Amount** of the agency's core fund. *This field is mandatory.* • Select the **Currency** in which the committed amount is provided from the drop-down list. *This field is mandatory.* • Enter the **UN Exchange Rate** valid on the day the Agreement was signed. This rate will be used for converting amounts to USD equivalents. *This field is mandatory.* **Note:** Clicking the *View Rates* link will navigate you to the United Nations Treasury page where the operational exchange rates for one United States Dollar (USD) are listed by country. • Specify the **Date of Exchange Rate**. *This field is mandatory.* A calendar popup is available for this field, see Figure 47: Calendar. • The committed **Amount in USD** will automatically be calculated based on the data provided in the previous fields. • Enter the **Amount available for UNDAP programming**. This should include funds that can be allocated to PWG for the period of the UDNAP cycle from 1 July 2011 to 31 June 2016. It should exclude any possible funds that cannot be allocated to working groups (e.g. general operating cost for running an office). • Enter the deposited **Amount in USD** of the agency's core funds once the money is received. **Note:** The *Deposit Rate* in percent will automatically be calculated.
Fund Duration	Define the duration for the agency's fund. You should insert the fund **Start Date** and **End Date**. *These fields are mandatory.* A calendar popup is available for date fields, see Figure 47: Calendar. **Note:** The fund duration should fall within the current year.
Addition Remarks	Provide additional comments about the agency's core funds.

3. At the bottom of the *Agency Core Funds* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.
   - **Save and Add Another** - will save the data input and open a blank data entry form.

To view the agency core fund details, click the corresponding link in the *Date Created* column. You will be directed to the *Agency Core Funds* details sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing agency core fund record, click ✖ **(Delete Item)** to the left of the selected record.

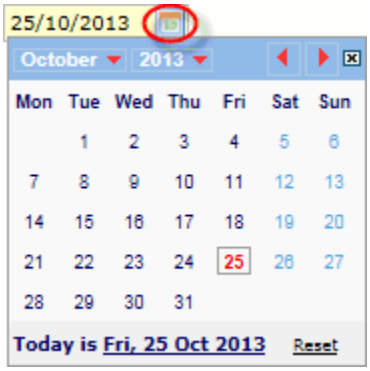

Figure 47: Calendar

6.4.2 Adding an Agency Non-Core Funds Record

To add a new non-core fund record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44).

1. In the *Agency Non-core Funds* sub-section, click the **Add Agency Non-core Funds** button (Figure 48). The *Non-Core Funds* form will appear for the selected UN agency (Figure 49).

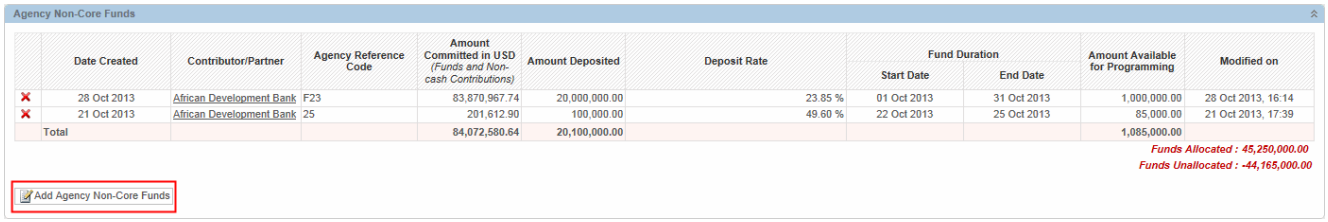
Agency Non-Core Funds
Date Created
Contributor/Partner
Agency Reference Code
Amount Committed in USD (Funds and Non-cash Contributions)
Amount Deposited
Deposit Rate
Fund Duration
Start Date
End Date
Amount Available for Programming
Modified on
28 Oct 2013 African Development Bank F23 83,870,967.74 20,000,000.00 23.85 % 01 Oct 2013 31 Oct 2013 1,000,000.00 28 Oct 2013, 16:14
21 Oct 2013 African Development Bank 25 201,612.90 100,000.00 49.60 % 22 Oct 2013 25 Oct 2013 85,000.00 21 Oct 2013, 17:39
Total 84,072,580.64 20,100,000.00 1,085,000.00
Funds Allocated : 45,250,000.00
Funds Unallocated : -44,165,000.00
Add Agency Non-Core Funds

Figure 48: Add Agency Non-Core Funds Button in Resource Mobilization Section

2. Provide the information requested as described in the table below:

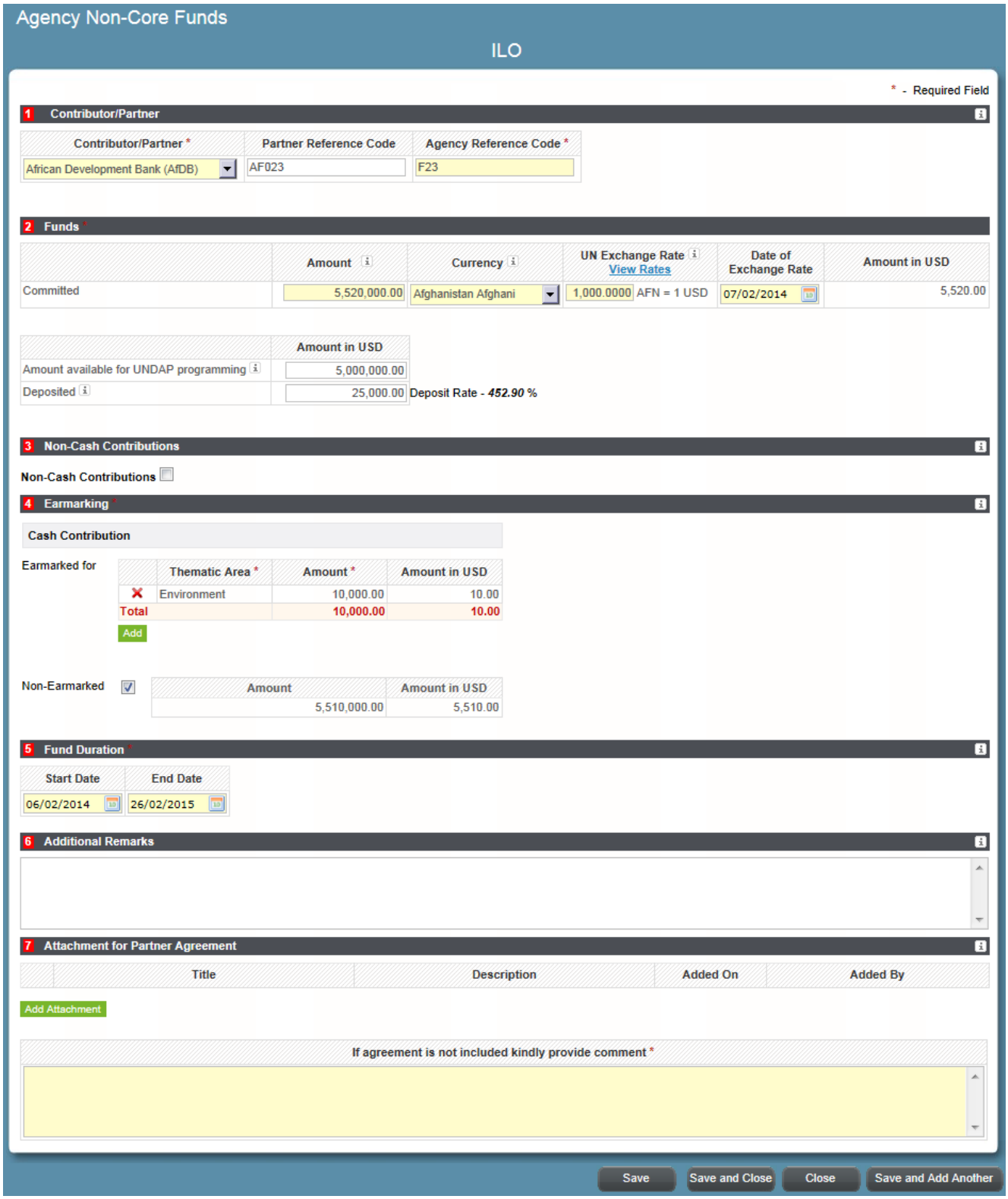

Figure 49: Adding an Agency Non-core Fund Record

Field Name	Description
Contributor/Partner	Select **Contributor/Partner** that makes a contribution to the agency's non-core funds from the drop-down list. *This field is mandatory.* Next, provide a unique **Partner Reference Code** that identifies the individual agreement. Then specify the **Agency Reference Code** which will be used to track the contribution within the agency's own system. *This field is mandatory.*
Funds	Provide the agency non-core **Funds** information: • Enter the committed **Amount** of the agency's non-core fund. *This field is mandatory.* • Select the **Currency** in which the committed amount is provided from the drop-down list. *This field is mandatory.* • Enter the **UN Exchange Rate** valid on the day the Agreement was signed. This rate will be used for converting amounts to USD equivalents. *This field is mandatory.* **Note:** Clicking the *View Rates* link will navigate you to the United Nations Treasury page where the operational exchange rates for one United States Dollar (USD) are listed by country. • Specify the **Date of Exchange Rate**. *This field is mandatory.* A calendar popup is available for this field, see Figure 47: Calendar. • The committed **Amount in USD** will automatically be calculated based on the data provided in the previous fields. • Enter the **Amount available for UNDAP programming**. This should include funds that can be allocated to PWG for the period of the UDNAP cycle from 1 July 2011 to 31 June 2016. It should exclude any possible funds that cannot be allocated to working groups (e.g. general operating cost for running an office). • Enter the deposited **Amount in USD** of the agency's non-core funds once the money is received. **Note:** The *Deposit Rate* in percent will automatically be calculated.
Non-cash Contributions	Specify whether there are non-cash contributions or not. If there are, provide the contribution **Description** and **Estimated value in USD**.
Earmarking	Provide the amounts earmarked for cash and non-cash contributions, if any. *This field is mandatory*. For more details, see Managing Earmarked Amounts.

	Note: Once the earmarking information is provided, the non-earmarked amounts in the original currency and USD will automatically be calculated and displayed in the *Non-Earmarked* field. However, you can hide it if you deselect the checkbox in this field.
Fund Duration	Define the duration of the agency's non-core fund. You should insert the fund **Start Date** and **End Date**. *These fields are mandatory.* A calendar popup is available for date fields, see Figure 47: Calendar. **Note:** The fund duration should fall within the current year.
Addition Remarks	Provide additional comments about the agency's core funds.
Attachment for Partner Agreement	Attach the partner agreement related documents. For more information on how to upload documents, see Managing Attachments. **Note:** If you have not attached any agreement documents, then you will be required to provide a justification for not doing so.

3. At the bottom of the *Non-Core Funds* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.
   - **Save and Add Another** - will save the data input and open a blank data entry form.

To view the agency non-core fund details, click the corresponding link in the *Contributor/Partner* column. You will be directed to the *Non-Core Funds* sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing agency non-core fund record, click ✖ **(Delete Item)** to the left of the selected record.

6.4.2.1 Managing Earmarked Amounts

This chapter outlines how to add, edit, and delete earmarked amount records.

6.4.2.1.1 Adding an Earmarked Amount Record

To add an earmarked amount record, follow the steps below:

1. Click the **Add** button at the bottom of the *Earmarking* field. An empty record will appear (Figure 50).

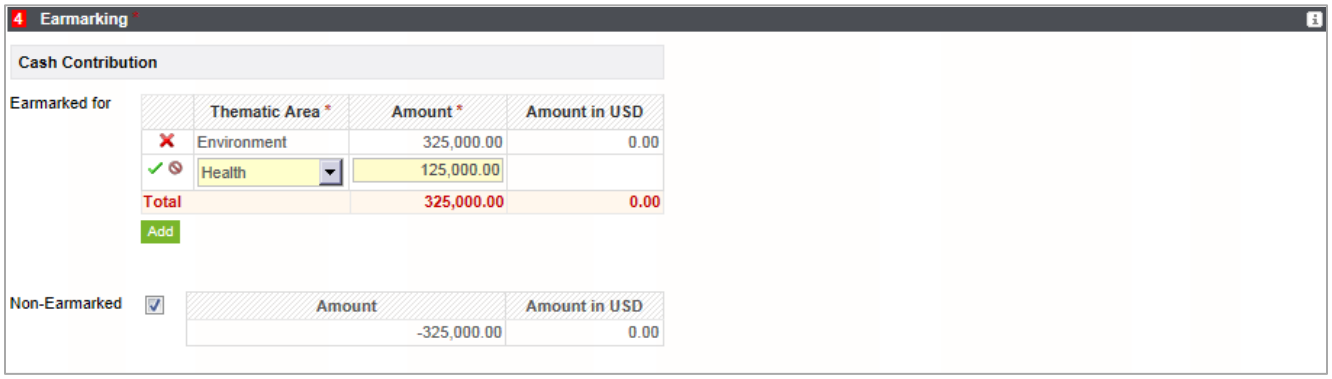

Figure 50: Adding Contribution Earmarked Amounts

2. Select the **Thematic Area** (Figure 50) **/ Working Group** (Figure 52) that will benefit from the contribution by selecting the appropriate instance from the drop-down field.
3. Enter the earmarked amount in the **Amount** field. Please note that the amount in this field should be entered in the original currency.
   Note: The value in the **Amount in USD** field will automatically be calculated based on the exchange rate specified for the committed amount.
4. After finishing, click ✓ **(OK)** to confirm the information input. The new record will appear in the *Earmarked for* table.

6.4.2.1.2 Editing Earmarked Amount Records

To edit an earmarked amount record, follow the steps below:

1. Click the record that you want to edit. This will activate the selected record.
2. Make changes in the data displayed.
3. After finishing, click ✓ **(OK)** to apply the changes made. Or, ⊘ click **(Cancel)** to discard them.

6.4.2.1.3 Deleting Earmarked Amount Records

To delete an agency contribution earmarked amount record, click the ✖ **(Delete)** button to the left of the selected record.

6.4.3 Adding an Agency One Fund Balance Record

To add a new One Fund balance record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44).

1. In the *One Fund Balance* sub-section, click the **Add Agency One Fund Balance** button (Figure 51). The *Agency One Fund Balance* form will appear for the selected UN agency (Figure 52).

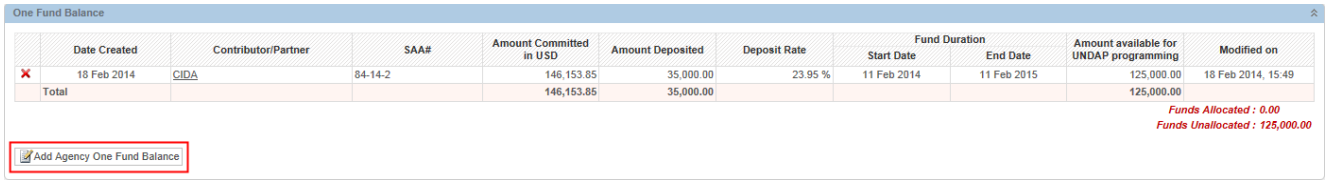

Figure 51: Add Agency One Fund Balance Button in Resource Mobilization Section

2. Provide the information requested as described in the table below:

Field Name	Description
Contributor/Partner	Select the development partner making contribution to the agency's One Fund from the drop-down list. *This field is mandatory.* Next, provide a unique **Partner Reference Code** that identifies the individual agreement and the **SAA#** which is the code used to track the funding within the agency's own system. *The SAA# is mandatory.*
Funds	Provide the agency **Funds** information: • Enter the committed **Amount** for the agency's One Fund. *This field is mandatory.* • Select the **Currency** in which the committed amount is provided from the drop-down list. *This field is mandatory.* • Enter the **UN Exchange Rate** valid on the day the Agreement was signed. This rate will be used for converting amounts to USD equivalents. *This field is mandatory.* **Note:** Clicking the *View Rates* link will navigate you to the United Nations Treasury page where the operational exchange rates for one United States Dollar (USD) are listed by country. • Specify the **Date of Exchange Rate**. *This field is mandatory.* A calendar popup is available for this field, see Figure 47: Calendar. • The committed **Amount in USD** will automatically be calculated based on the data provided in the previous fields. • Enter the **Amount available for UNDAP programming**. This should include funds that can be allocated to PWG for the period of the UDNAP cycle from 1 July 2011 to 31 June 2016. It should exclude any possible funds that cannot be allocated to working groups (e.g. general operating cost for running an office). • Enter the deposited **Amount in USD** of the agency's One Fund once the money is received. • **Note:** The *Deposit Rate* in percent will automatically be

	calculated.
Earmarking	Provide the amounts earmarked for the selected working group. *This field is mandatory*. For more details, see Managing Earmarked Amounts. **Note:** Once the earmarking information is provided, the non-earmarked amounts in the original currency and USD will automatically be calculated and displayed in the *Non-Earmarked* field. However, you can hide it if you deselect the checkbox in this field.
Fund Duration	Define the duration of the agency's One Fund. You should insert the fund **Start Date** and **End Date**. *These fields are mandatory.* A calendar popup is available for date fields, see Figure 47: Calendar. **Note:** The fund duration should fall within the current year.
Addition Remarks	Provide **Additional Remarks** about the agency's One Fund.
Attachment for SAA	Attach the partner agreement related documents. *This field is mandatory.* For more information on how to upload documents, see Managing Attachments.

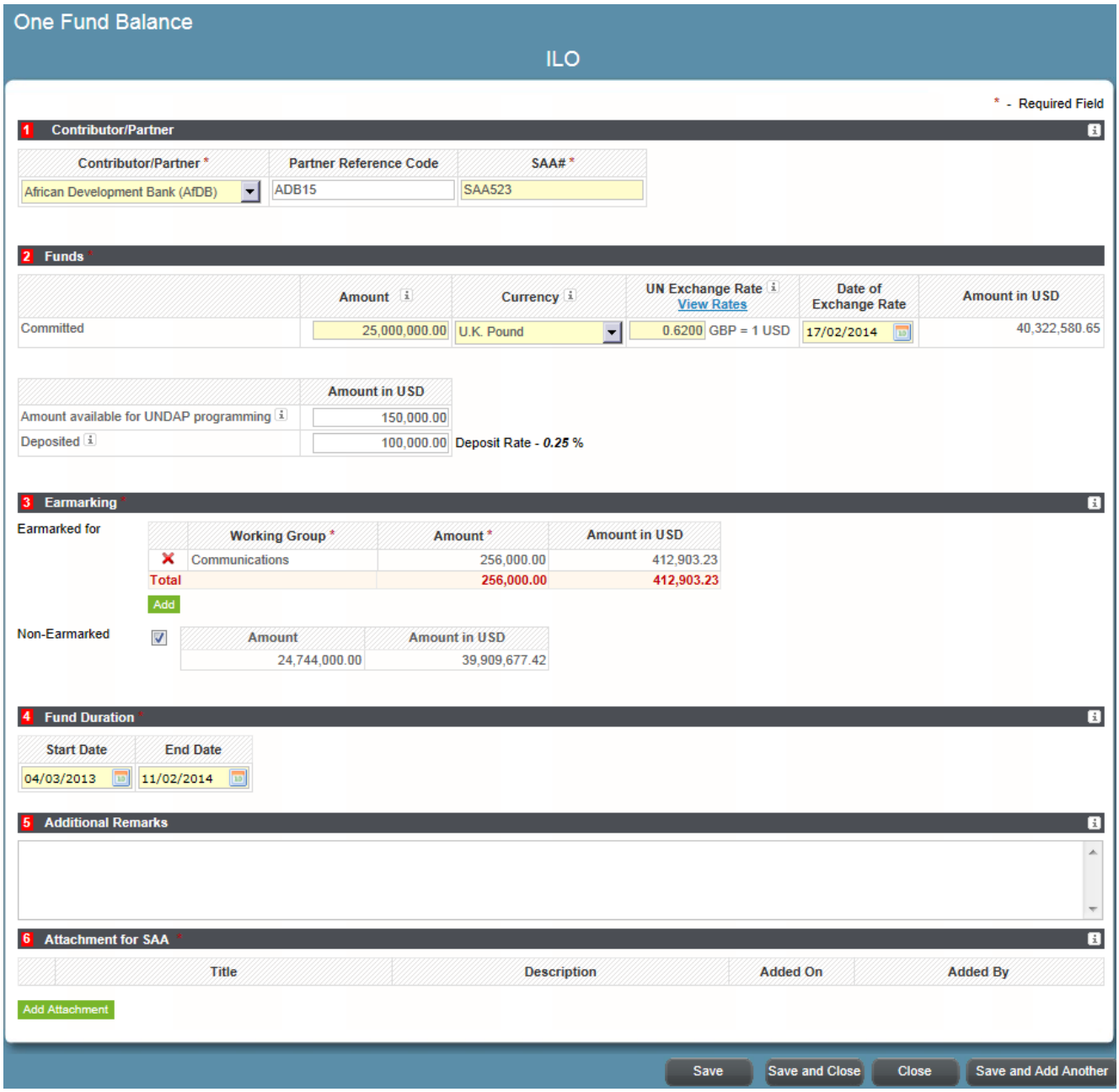

Figure 52: Adding an Agency One Fund Balance Record

3. At the bottom of the *One Fund Balance* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.
   - **Save and Add Another** - will save the data input and open a blank data entry form.

To view the agency One Fund balance details, click the corresponding link in the *Contributor/Partner* column. You will be directed to the *One Fund Balance* details sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing One Fund balance record, click ✖ **(Delete Item)** to the left of the selected record.

6.4.4 Adding a Resource Allocation Record

To add a new resource allocation record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44).

1. In the *Resource Allocation* sub-section, click the **Add Resource Allocation** button (Figure 53). The *Resource Allocation* form will appear for the selected UN agency.

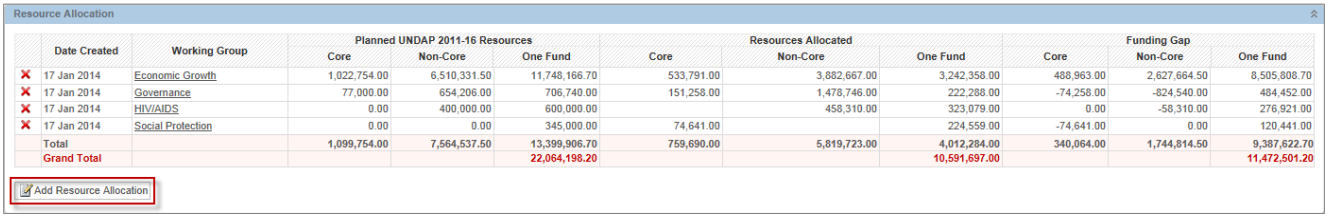

Figure 53: Add Resource Allocation Button in Resource Mobilization Section

2. Select the **WG** (Working Group) from the drop-down list (Figure 54).

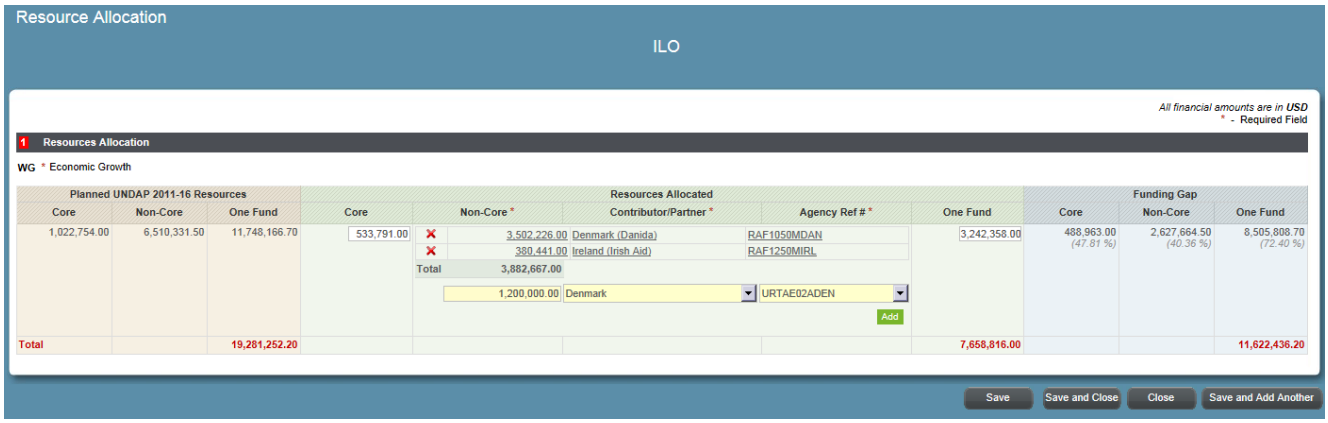

Figure 54: Adding an Agency Resource Allocation Record

3. Provide the information requested as described in the table below:

Field Name	Description
Planned UNDAP 2011-16 Resources	This is a read-only section that displays information about the resources (core, non-core and One Fund) planned to be allocated to the selected WG within the scope of the UNDAP 2011-16 budget.

Resources Allocated	Provide information about the resources (core, non-core, and One Fund) that have already been allocated to the selected WG. For more details, see Managing Allocated Resource.
Funding Gap	The information in this section is automatically generated and is used to display the difference between the planned and allocated resources for the selected working group.

4. At the bottom of the *Resource Allocation* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.
   - **Save and Add Another** - will save the data input and open a blank data entry form.

To view the agency resource allocation details, click the corresponding link in the *Working Group* column. You will be directed to the *Resource Allocation* sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing resource allocation record, click ✖ **(Delete)** to the left of the selected record.

6.4.4.1 Managing Allocated Resources

This chapter outlines how to add, edit, and delete allocated resource records.

6.4.4.1.1 Adding an Allocated Resource Record

To add an allocated resource record, follow the steps below:

1. Provide the amount of the core fund allocated to the WG (Figure 55).
2. Provide information about the non-core fund allocated to the WG by specifying the **Non-core** amount, **Contributor/Partner** and **Agency Ref#**. *These fields are mandatory.* After making your selection, click the **Add** button. The non-core resource record will appear in the table. You may add more non-core resource records. The overall amount of the allocated non-core resources is displayed in the **Total** field.
3. Provide the amount of the **One Fund** resource allocated.

Figure 55: Adding Allocated Resource Amounts

6.4.4.1.2 Editing Allocated Resource Records

To edit an allocated resource record, follow the steps below:

1. Click the non-core record that you want to edit. This will activate the selected record.
2. Make changes in the data displayed.
   Note: The agency Core and One Fund amounts cannot be edited.
3. After finishing, click ✔ **(OK)** to apply the changes made. Or, ⊘ click **(Cancel)** to discard them.

6.4.4.1.3 Deleting Allocated Resource Records

To delete an allocated non-core resource record, click the ✖ **(Delete)** button to the left of the selected record.

6.4.5 Adding a Resource Mobilization Action and Monitoring Plan Record

To add a new resource mobilization action and monitoring plan record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44). Also, indicate the **Working Group** for which the RWAP is created and specify the corresponding fiscal **Year** when the RWAP will be implemented**.**

1. In the *Resource Mobilization Action and Monitoring Plan* sub-section, click the **Add Prioritized Area** button (Figure 56). The *Resource Mobilization Action and Monitoring Plan* form for the selected UN agency, working group and fiscal year will appear (Figure 57).

Figure 56: Add Prioritized Area Button in Resource Mobilization Section

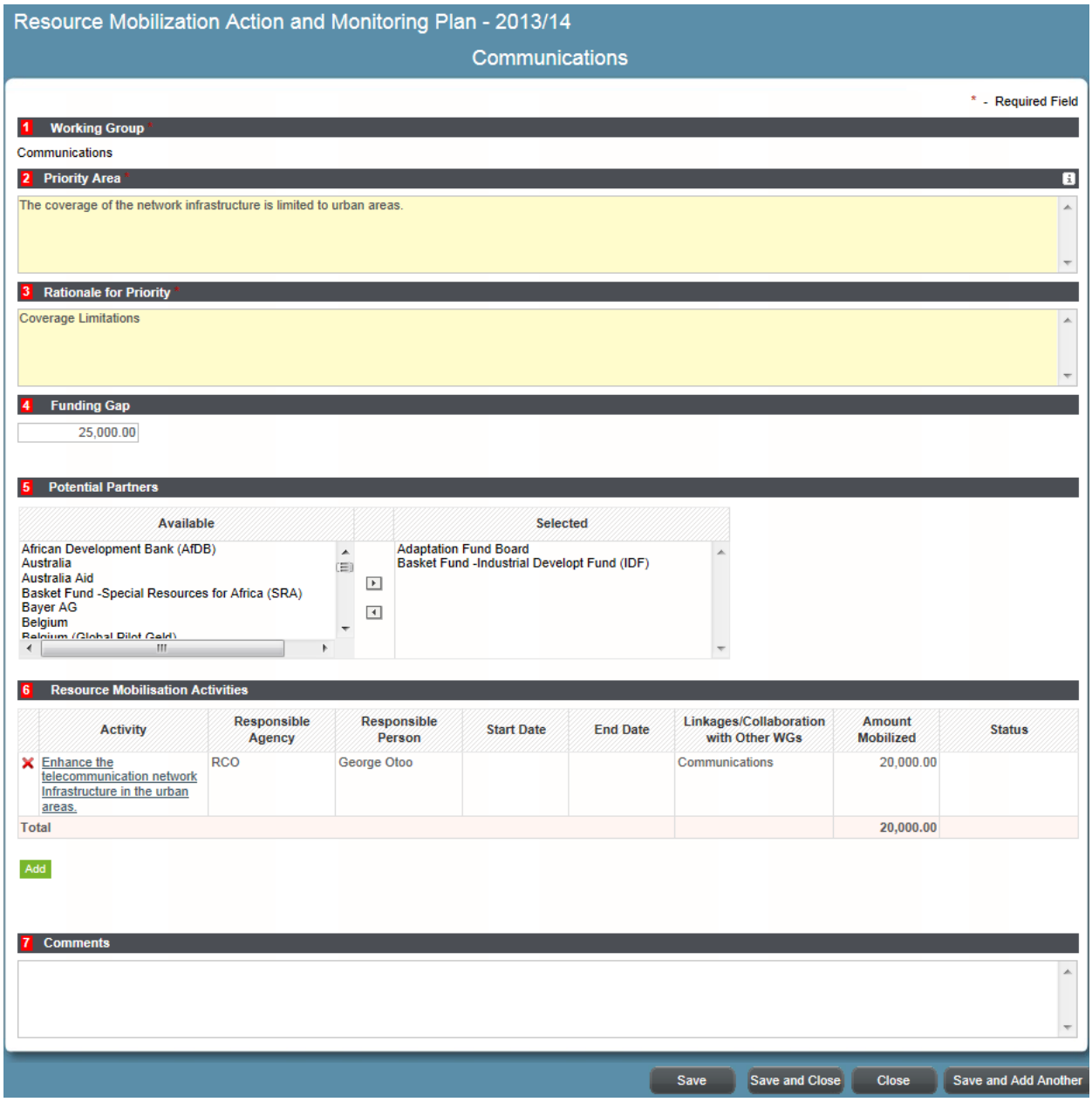

Figure 57: Adding Resource Mobilization Action and Monitoring Plan Record

2. Provide the information requested as described in the table below:

Field Name	Description
Working Group	This is a read-only field that is used to display the name of the selected **Working Group**.
Priority Area	Provide the description of the **Priority Area** where specific resource mobilization activities will be targeted. *This field is mandatory.*

Rationale for Priority	Provide the **Rationale for Priority** for the area. *This field is mandatory.*
Funding Gap	Specify the amount of the **Funding Gap**.
Potential Partners	Specify the **Potential Partners** for the Resource Mobilization Action and Monitoring Plan. First, select the appropriate instance from the *Available* panel. Please note that it is possible to select several available instances. Then click the **(Select)** button. The selected instances will appear in the *Selected* panel. In order to remove the selected instances, choose the instance that needs to be removed in the *Selected* panel. Click the **(Unselect)** button. The selected instance will be removed from the *Selected* panel.
Resource Mobilization Activities	Define the working group **Resource Mobilization Activities**. For more details, see Managing Resource Mobilization Activities.
Comments	Provide additional **Comments**, if any.

3. At the bottom of the *Resource Mobilization and Monitoring Plan* form, you may save or cancel the changes you have made:
   - **Save -** will save the data input and leave the data entry form open for further modifications.
   - **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
   - **Close -** will close the data entry form while saving the data input, if prompted.
   - **Save and Add Another** - will save the data input and open a blank data entry form.

To view the resource mobilization action and monitoring plan details for the selected working group and fiscal year, click the corresponding link in the *Priority Area* column. You will be directed to the *Resource Mobilization Action and Monitoring Plan* sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing resource mobilization action and monitoring plan record for the selected working group and fiscal year, click **(Delete Item)** to the left of the selected record.

6.4.5.1 Managing Resource Mobilization Activities

This chapter outlines how to add, edit, and delete resource mobilization activity records.

6.4.5.1.1 Adding a Resource Mobilization Activity Record

To add a working group resource mobilization activity record, follow the steps below:

1. Click the **Add** button at the bottom of the *Resource Mobilization Activities* field. The *Add Activity* form for the selected working group will appear (Figure 58).
2. Provide the information requested as described in the table below:

Field Name	Description
Activity Description	Provide the **Activity Description**. *This field is mandatory.*
Responsible Agency	Select the agency responsible for the activity implementation from the drop-down list. **Note:** You cannot change the **Responsible Agency** once you define contact information for it.
Responsible Person	Specify the person within the responsible agency that serves as a focal point of contact. For more details, see Managing Responsible Person Records.
Timeframe	Define the activity duration. You should insert the activity **Start Date** and **End Date**. A calendar popup is available for date fields, see Figure 47: Calendar.
Linkages/Collaboration with Other WGs	Indicate all other working groups that will collaborate with the selected WG. First, select the appropriate instance from the *Available* panel. Please note that it is possible to select several available instances. Then click the **(Select)** button. The selected instances will appear in the *Selected* panel. To remove the selected instances, choose the instance that needs to be removed in the *Selected* panel. Click the **(Unselect)** button. The selected instance will be removed from the *Selected* panel.
Amount Mobilized	Provide information about the **Amount Mobilized**, including all commitments.
Status	Indicate the current **Status** for the activity. The following options are available: • Constrained • Discontinued • Met/Completed • On-track • Postponed

3. Click the **Save** button at the bottom of the sub-form to save the information input and return to the *Resource Mobilization Action and Monitoring Plan* form. Or, click the **Add Another** button to save the information input and open a blank *Add Activity* form.

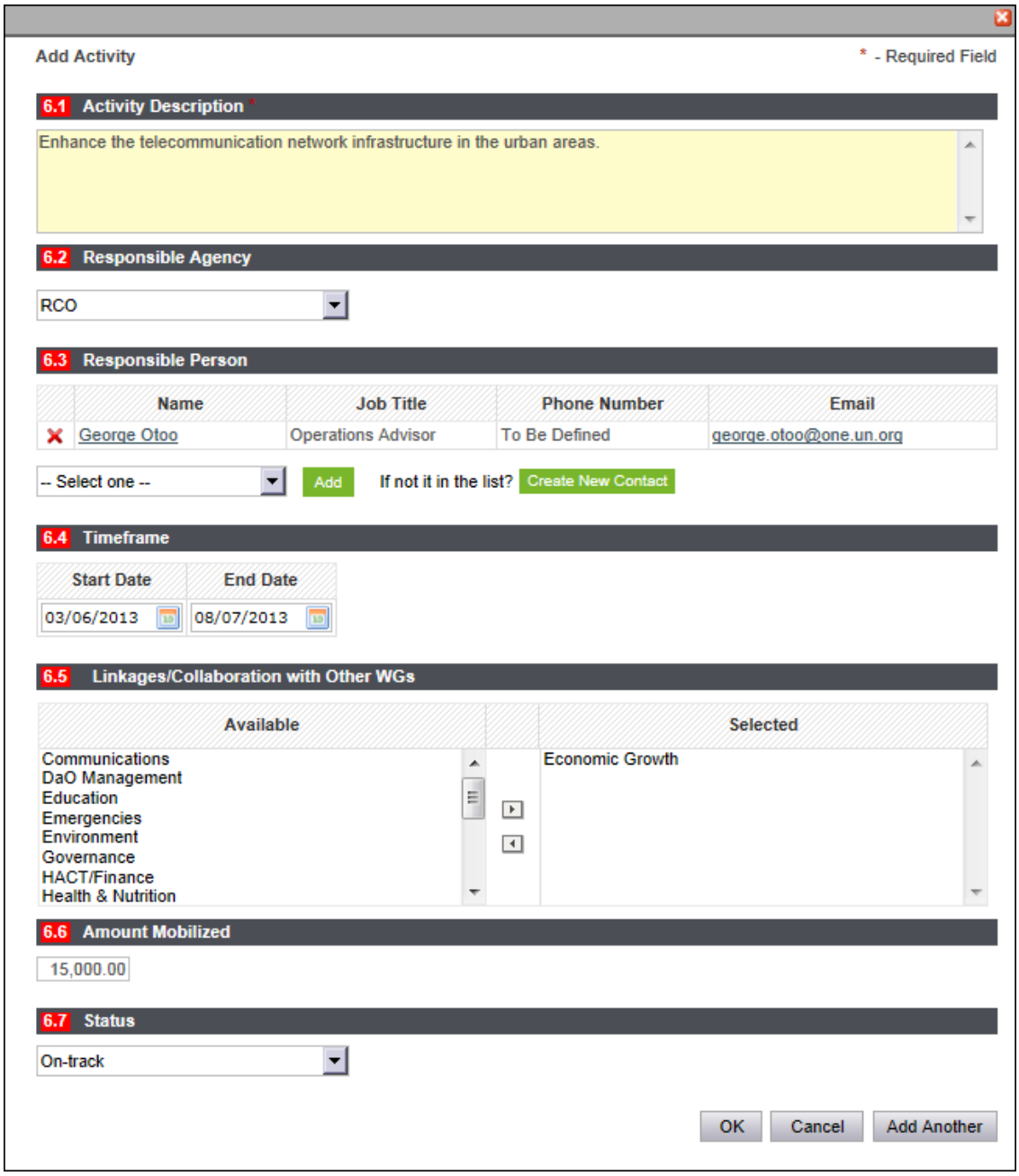

Figure 58: Adding Resource Mobilization Activity

6.4.5.1.2 Editing Resource Mobilization Activity Records

To edit a resource mobilization activity record, follow the steps below:

1. Click the activity record that needs to be modified. You will be directed to the activity sub-form.
2. Make changes in the data displayed.
3. Press **OK** to apply the changes made. Or, click **Cancel** to discard them.

6.4.5.1.3 Deleting Resource Mobilization Activity Records

To delete a resource mobilization activity record, click the ✖ **(Remove from the list)** button to the left of the selected record.

6.4.5.2 Managing Responsible Person Records

This chapter outlines how to add, create, edit, and remove responsible person records.

6.4.5.2.1 Adding a Responsible Person Record

To add a responsible person record, follow the steps below:

1. Select the respective **Contact** from the drop-down list (Figure 59). If you do not find the necessary contact in the list you can create it. For more details, see Creating a New Contact.

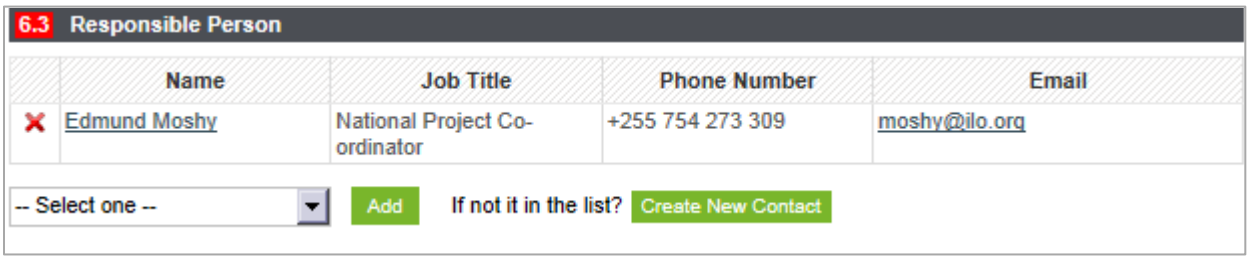

Figure 59: Adding a Responsible Person

2. Press the **Add** button. The details of the selected contact will appear in the *Responsible Person* table. The contact details (*Job Title*, *Phone Number*, and *Email*) will be populated with the information provided during the responsible person registration process.
3. Repeat the steps described above to add another contact, if necessary.

6.4.5.2.2 Creating a New Contact

To create a new responsible person record, follow the steps below:

1. Press the **Create New Contact** button at the bottom of the *Responsible Person* field. The *Create New Contact* window will appear (Figure 60).
2. Enter the contact's **First Name**. *This field is mandatory.*
3. Provide the contact's **Last Name**. *This field is mandatory.*
4. Indicate the contact's **Job Title** and **Phone Number.**
5. Specify the contact's **E-mail** address. *This field is mandatory.*
6. Press **OK** to add the new contact. Or, click **Cancel** to terminate the operation.

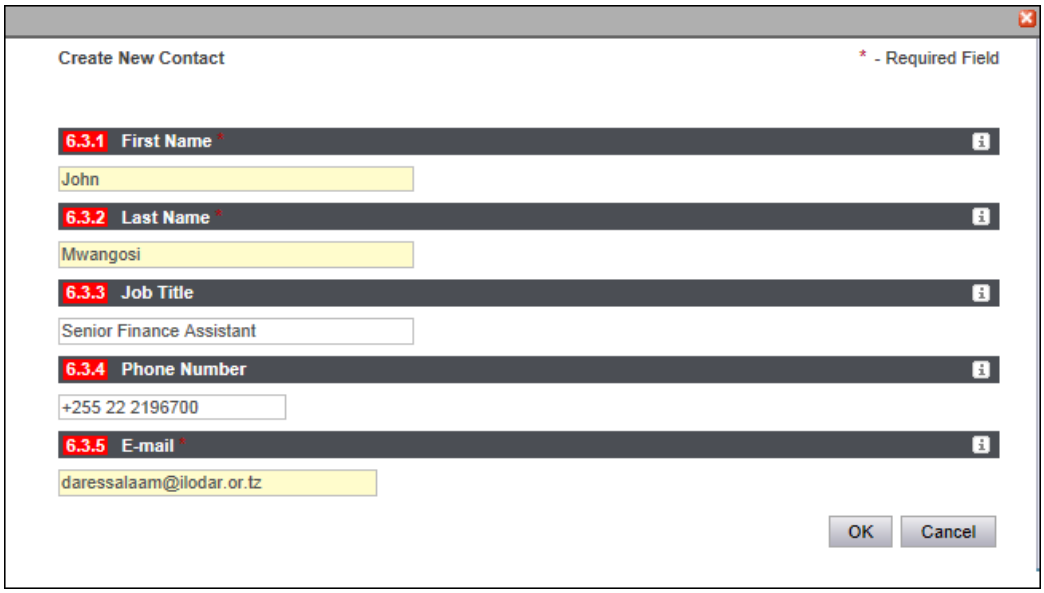

Figure 60: Creating a New Contact

6.4.5.2.3 Editing Responsible Person Records

To edit a responsible person record, follow the steps below:

1. Click the name of the contact in the list. You will be directed to the *Create New Contact* sub-section where the details of the selected contact will display.
2. Make changes in the data displayed.
3. Press **OK** to apply the changes made. Or, click **Cancel** to discard them.

6.4.5.2.4 Removing Responsible Person Records

To remove a responsible person record, click the ✖ **(Remove from the list)** button to the left of the contact name.

6.4.6 Adding a Mapping of Contributor/Partner Environment Record

To add a new mapping of contributor/partner environment record from *My Portfolio* module, select the corresponding **Agency** from the drop-down list at the top of the *Resource Mobilization* section (Figure 44).

1. In the *Mapping of Contributor/Partner Environment* sub-section, click the **Add Mapping of Contributor/Partner Environment** button (Figure 61). The *Mapping of Contributor/Partner Environment* form will appear for the selected UN agency (Figure 62).

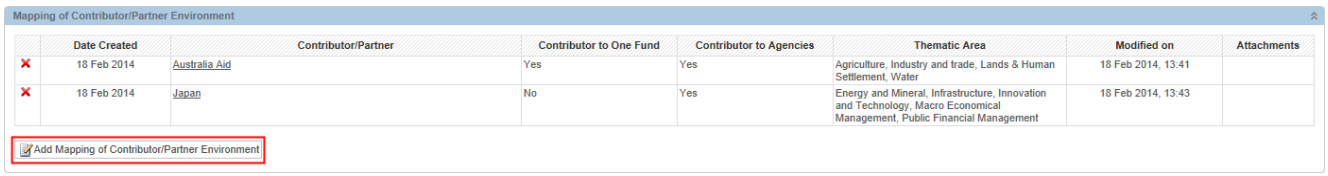

Figure 61: Add Mapping of Contributor/Partner Environment Button in Resource Mobilization Section

2. Provide the information requested as described in the table below:

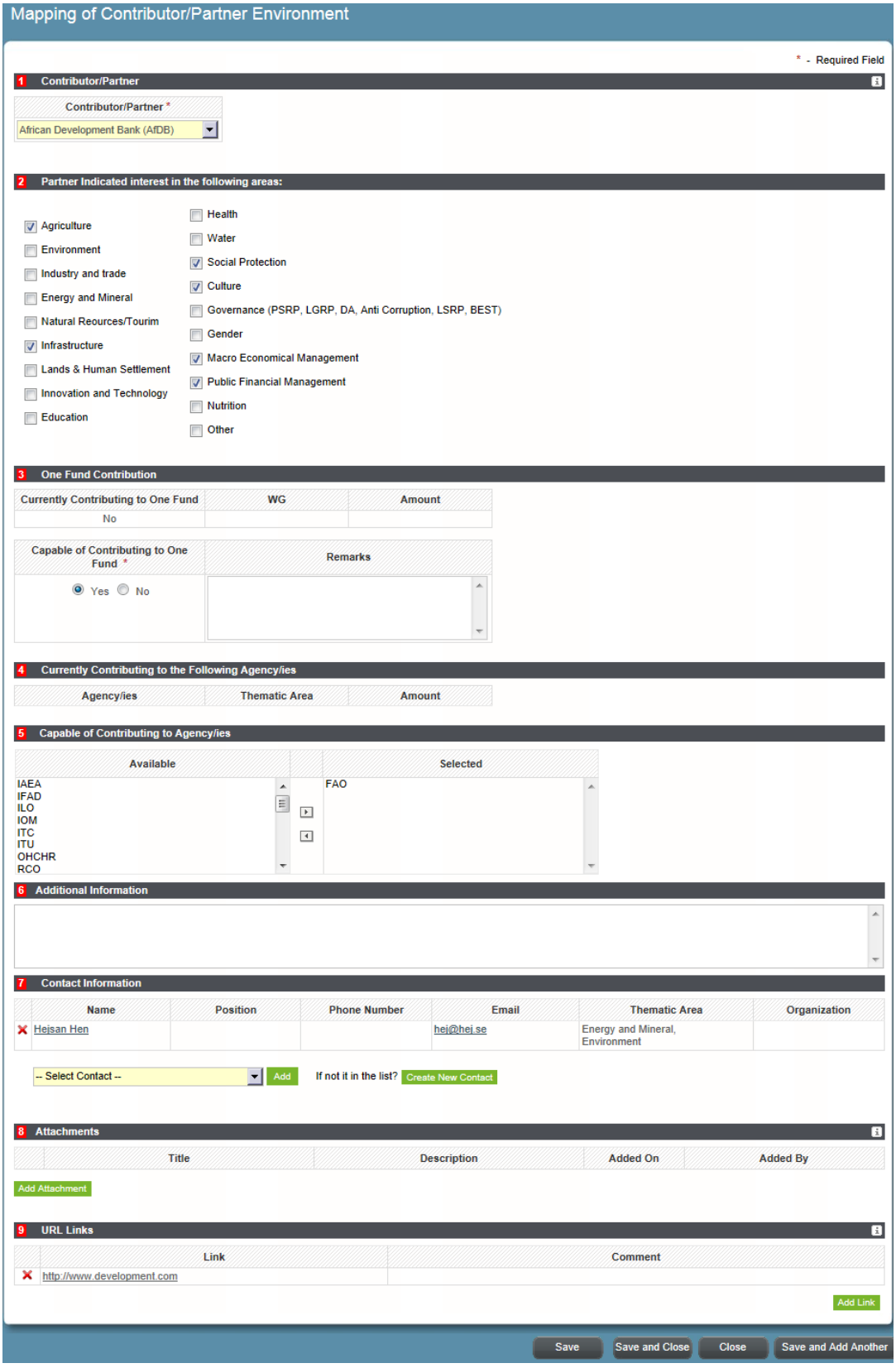

Figure 62: Adding Mapping of Contributor/Partner Environment Record

Field Name	Description
Contributor/Partner	Select the **Contributor/Partner** for which the environment mapping information is provided from the drop-down list. *This field is mandatory.*
Partner Indicated interest in the following areas	Specify the areas in which the contributor or partner indicated interest. **Note:** You can select multiple areas.
One Fund Contribution	This field provide information on the following: • **Currently Contributing to One Fund** - this is a read-only field that displays information on the partner's current contributions to the agency's One Fund. • **Capable of Contributing to One Fund** - specify whether the selected contributor or partner is capable of contributing to One Fund or not by activating the corresponding radio button. *This field is mandatory.* Then provide remarks, if any.
Currently Contributing to the Following Agency/ies	This is a read-only field that displays information on the partner's current contributions to the UN agency/ies.
Capable of Contributing to Agency/ies	Indicate the agencies to which the selected partner is capable of contributing. First, select the appropriate instance from the *Available* panel. Please note that it is possible to select several available instances. Then click the **(Select)** button. The selected instances will appear in the *Selected* panel. To remove the selected instances, choose the instance that needs to be removed in the *Selected* panel. Click the **(Unselect)** button. The selected instance will be removed from the *Selected* panel.
Additional Information	Provide **Additional Information**, if any.
Contact Information	Specify the person within the partner organization that serves as a focal point of contact. For more details, see Managing Partner Organization Contact Records.
Attachments	Attach relevant documentation (e.g. development strategy papers, etc.) For more information on how to upload documents, see Managing Attachments.
URL Links	Provide URLS of the partner related websites.

3. At the bottom of the *Mapping of Contributor/Partner Environment* form, you may save or cancel the changes you have made:

- **Save -** will save the data input and leave the data entry form open for further modifications.
- **Save and Close -** will save the data input and lead you to the *Resource Mobilization* section of the *My Portfolio* module.
- **Close -** will close the data entry form while saving the data input, if prompted.
- **Save and Add Another** - will save the data input and open a blank data entry form.

To view the mapping of contributor/partner environment details, click the corresponding link in the *Contributor/Partner* column. You will be directed to the *Mapping of Contributor/Partner Environment* sub-section. Click the **Edit** button at the top of the form to modify the information provided.

To delete an existing mapping of contributor/partner environment record, click ✖ **(Delete Item)** to the left of the selected record.

6.4.6.1 Managing Partner Organization Contact Records

This chapter outlines how to add, create, edit, and remove partner organization contact records.

6.4.6.1.1 Adding a Partner Organization Contact Record

To add a partner organization contact record, follow the steps below:

1. Select the respective **Contact** from the drop-down list (Figure 63). If you do not find the necessary contact in the list you can create it. For more details, see Creating a New Partner Organization Contact.

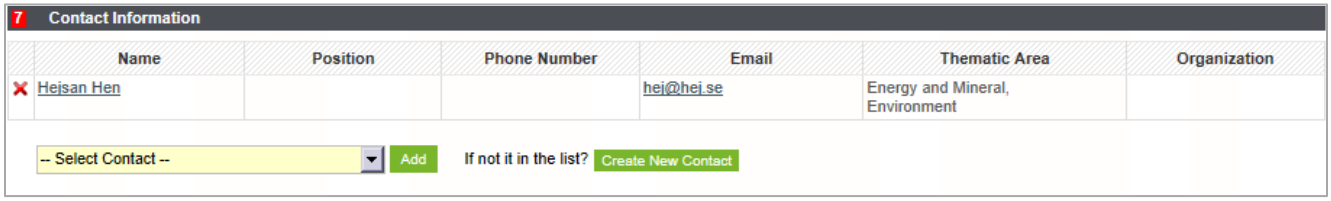

Figure 63: Adding a Partner Organization Contact

2. Press the **Add** button. The details of the selected contact will appear in the *Contact Information* table. The contact details (*Position*, *Phone Number, Email,* and *Organization*) will be populated with the information provided during the contact registration process.
3. Repeat the steps described above to add another contact, if necessary.

6.4.6.1.2 Creating a New Partner Organization Contact

To create a new partner organization contact record, follow the steps below:

1. Press the **Create New Contact** button at the bottom of the *Contact Information* field. The *Create New Contact* window will appear (Figure 64).
2. Provide the following information:

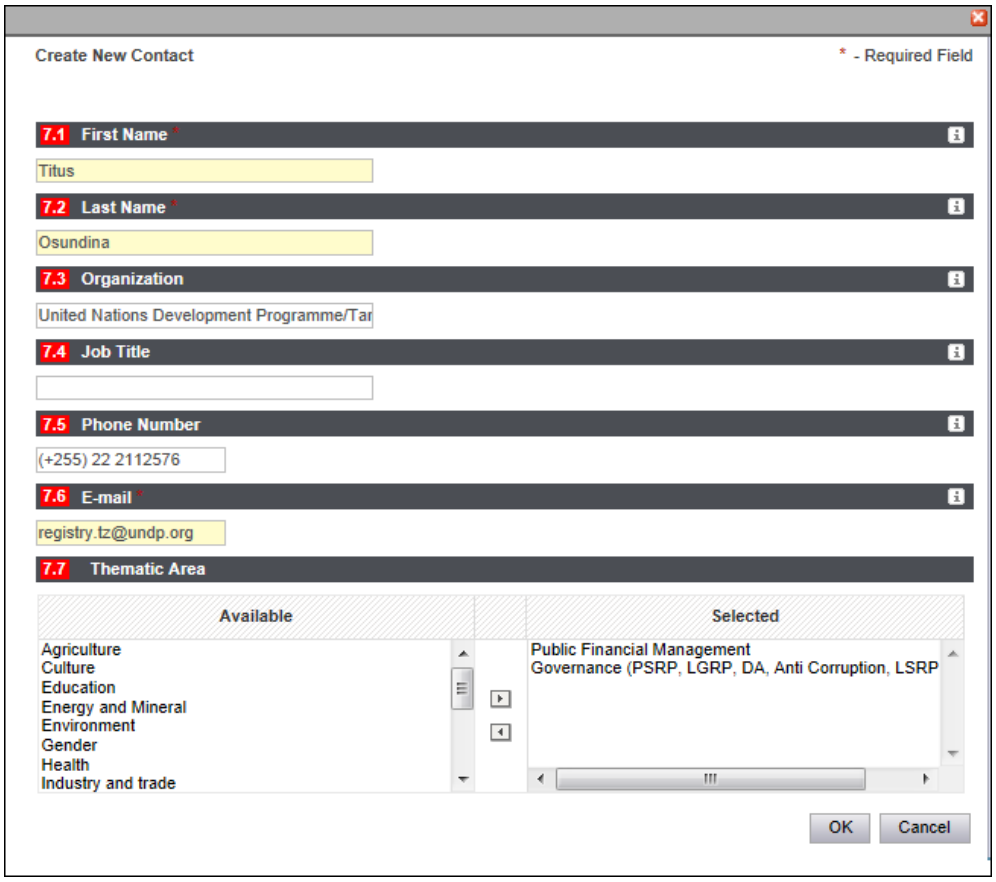

Figure 64: Creating a New Partner Organization Contact

Field Name	Description
First Name	Enter the contact's **First Name**. *This field is mandatory.*
Last Name	Provide the contact's **Last Name**. *This field is mandatory.*
Organization	Enter the name of the **Organization** that the contact represents.
Job Title	Indicate the position that the contact occupies in the partner organization.
Phone Number	Indicate the contact's **Phone Number.**
E-mail	Specify the contact's **E-mail** address. *This field is mandatory.*
Thematic Area	Indicate the **Thematic Area** where the partner organization interests lie. First, select the appropriate instance from the *Available* panel. Please note that it is possible to select several available instances. Then click the **(Select)** button. The selected instances will appear in the *Selected* panel. To remove the selected instances, choose the instance that needs

	to be removed in the *Selected* panel. Click the **(Unselect)** button. The selected instance will be removed from the *Selected* panel.

3. Press **OK** to add the new contact. Or, click **Cancel** to terminate the operation.

6.4.6.1.3 Editing Partner Organization Contact Records

To edit a partner organization contact record, follow the steps below:

1. Click the name of the contact in the list. You will be directed to the *Create New Contact* sub-section where the details of the selected contact will display.
2. Make changes in the data displayed.
3. Press **OK** to apply the changes made. Or, click **Cancel** to discard them.

6.4.6.1.4 Removing Partner Organization Contact Records

To remove a partner organization contact record, click the **(Remove from the list)** button to the left of the contact name.

7. LIST MODULE

In the *List* module (Figure 65) of the *RMS* application, you can create and execute ad-hoc queries on projects data, and acquire results in the form of a list.

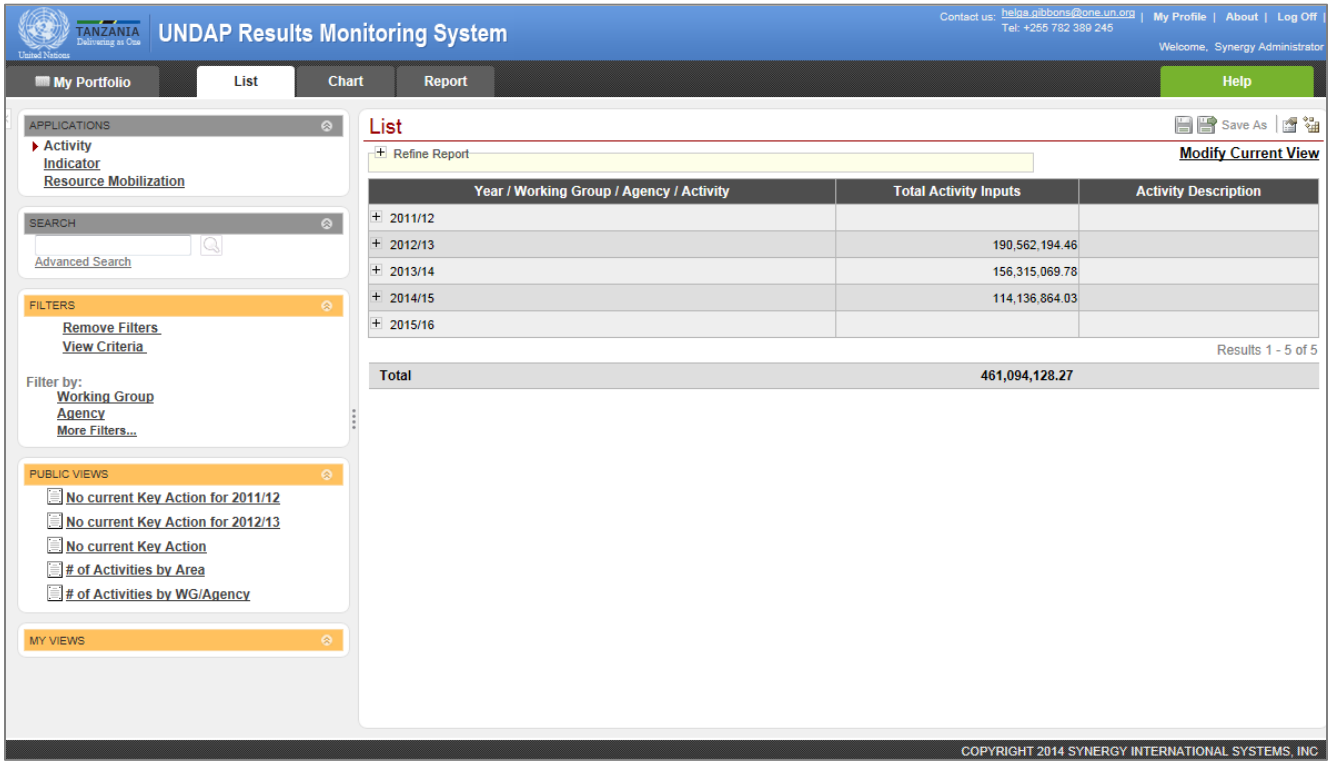

Figure 65: RMS Application List Module

7.1 Accessing the List Module

A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by the user's choice of view. Please see Modifying the Current View for more details on how to define groups / columns of a list.

In order to access the *List* module, click the **List** tab. You will be navigated to the *List* module. In this module, you can view data organized according to the selected groupings and columns, modify the currently used list, save it as a pre-defined report, include it under a definite group, etc.

7.2 Expanding the List Item

It is possible to expand the list item level to view the information of the sub-level(s). In order to expand the list item level, click on the '+' sign next to the name of the list item. This will expand the list item group level displaying the first sub-level (Figure 66). This can further be expanded unless there are no more sub-levels to be displayed.

Note: You can expand only one group level at a time. If you expand the group level of another list item, the previously expanded group level will get collapsed.

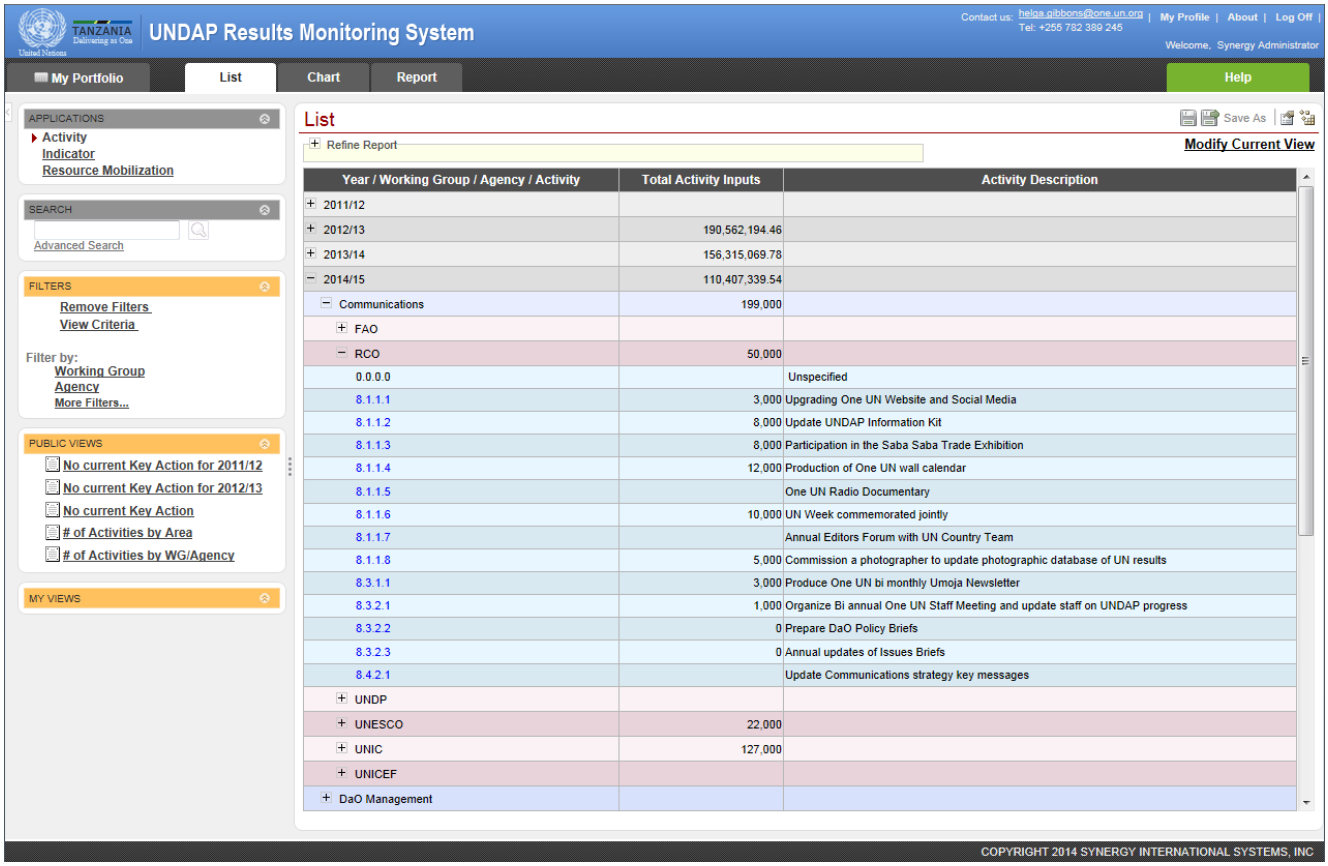

Figure 66: Expanding the List Item Level

7.3 Sorting List Items

You can sort the list view by column by clicking on the name of the column. This will sort the list alphabetically or numerically depending on the type of data entered into that column. The upward- or downward-pointing arrow that appears on the column can reverse the order of the list.

7.4 Browsing among List Items

You can browse among the list items by clicking on the number link of the page to navigate to. The **Previous** and **Next** buttons can be used to move to the required page.

7.5 Refining the Report

In the *List* module, you can refine the list view displayed on the screen to focus on specific data. Options for refining a report are listed in the *Refine Report* area (Figure 67). The content in the *Refine Report* area depends on the view set. For example, if you have selected Agency → Activity hierarchy as the groupings for the view, you will be able to filter the data by an Agency. In the

same way, if you have indicated Agency → Implementing Partner → Activity hierarchy as the groupings for the view, you will be able to filter the data by an Agency and Implementing Partner.

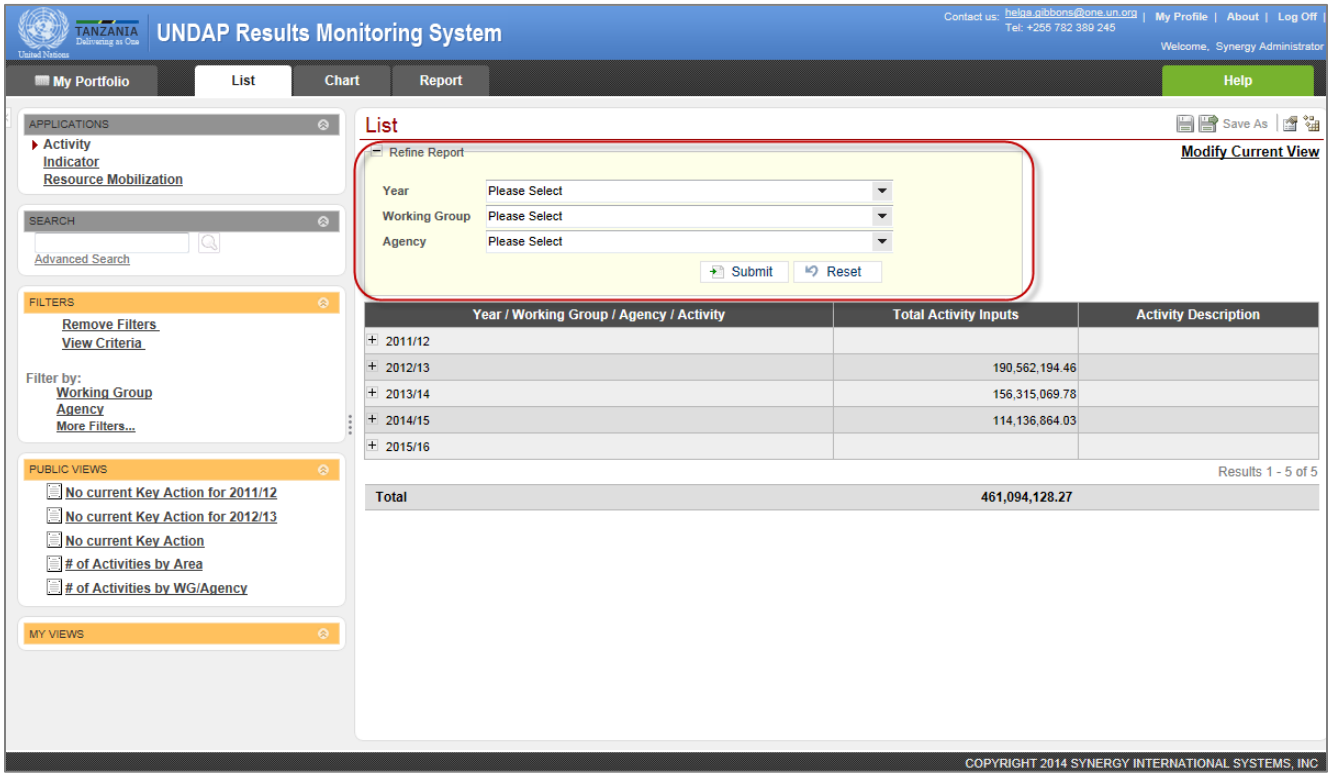

Figure 67: Refine Report Area

Once you select the appropriate category to refine the list view report by and click the **Submit** button, the report will be regenerated with only the selected category data included in it (Figure 68).

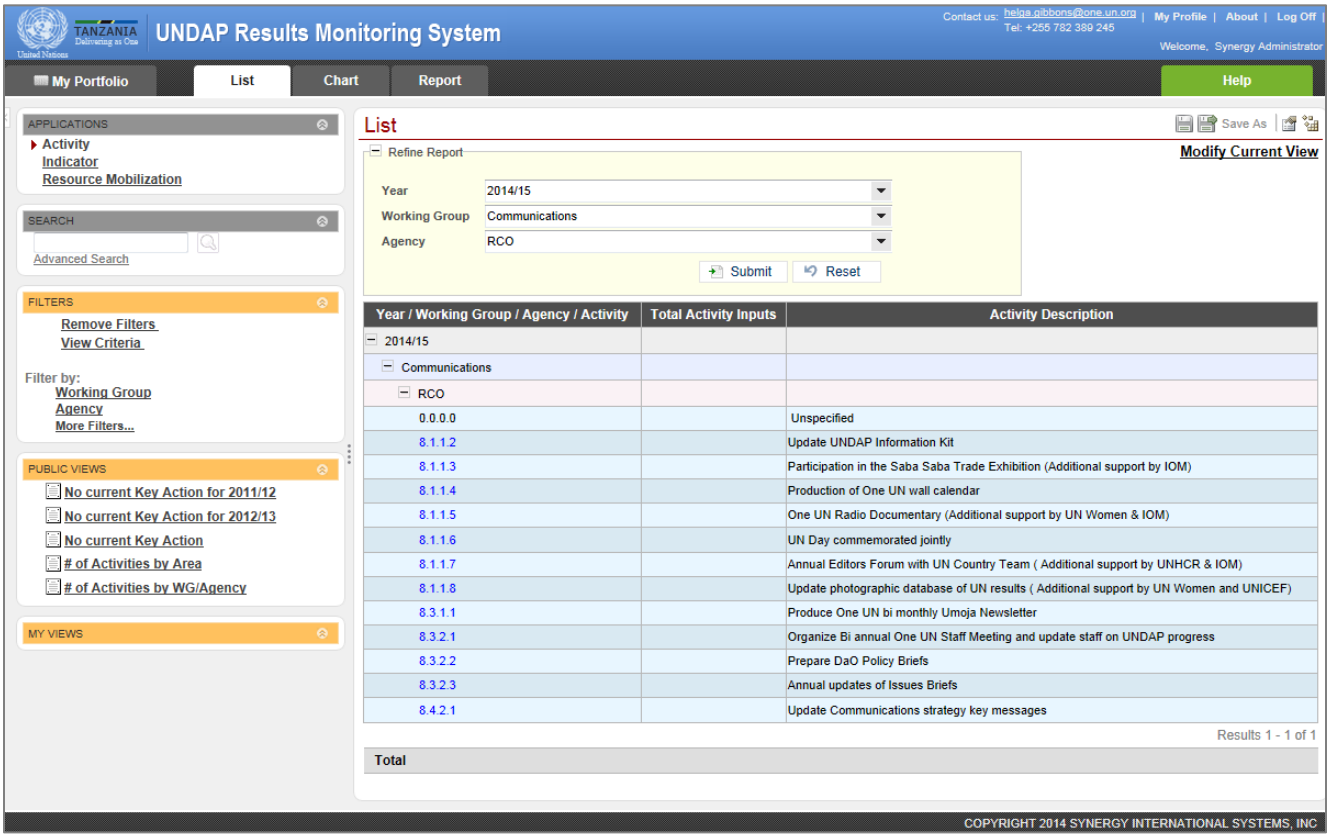
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
APPLICATIONS
Activity
Indicator
Resource Mobilization
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Working Group
Agency
More Filters...
PUBLIC VIEWS
No current Key Action for 2011/12
No current Key Action for 2012/13
No current Key Action
# of Activities by Area
# of Activities by WG/Agency
MY VIEWS
List
Save As
Modify Current View
Refine Report
Year 2014/15
Working Group Communications
Agency RCO
Submit
Reset
Year / Working Group / Agency / Activity
Total Activity Inputs
Activity Description
2014/15
Communications
RCO
0.0.0.0 Unspecified
8.1.1.2 Update UNDAP Information Kit
8.1.1.3 Participation in the Saba Saba Trade Exhibition (Additional support by IOM)
8.1.1.4 Production of One UN wall calendar
8.1.1.5 One UN Radio Documentary (Additional support by UN Women & IOM)
8.1.1.6 UN Day commemorated jointly
8.1.1.7 Annual Editors Forum with UN Country Team (Additional support by UNHCR & IOM)
8.1.1.8 Update photographic database of UN results (Additional support by UN Women and UNICEF)
8.3.1.1 Produce One UN bi monthly Umoja Newsletter
8.3.2.1 Organize Bi annual One UN Staff Meeting and update staff on UNDAP progress
8.3.2.2 Prepare DaO Policy Briefs
8.3.2.3 Annual updates of Issues Briefs
8.4.2.1 Update Communications strategy key messages
Results 1 - 1 of 1
Total
COPYRIGHT 2014 SYNERGY INTERNATIONAL SYSTEMS, INC

Figure 68: Refining a Report

7.6 Modifying the Current View

It is possible to modify the list that is currently displayed in the List module. You can add new groupings to it or remove the selected ones, (un-) select columns, re-order them, etc. The steps described below provide for the necessary instructions for modifying the current view.

1. Click the **Modify Current View** link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 69) will appear presenting the administrator with the groupings/columns selected and available for the list view.
2. In the *Groupings* section, add / re-order / remove groups.
3. In the *Columns* section, add / re-order / remove columns.
4. In the *Cross Tab Groupings* section, define add / re-order / remove column groupings for the view.
5. Set the view as default, if necessary. Please, note that the view can appear as default for a current user or for unregistered public users.
6. After finishing making changes in the view, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

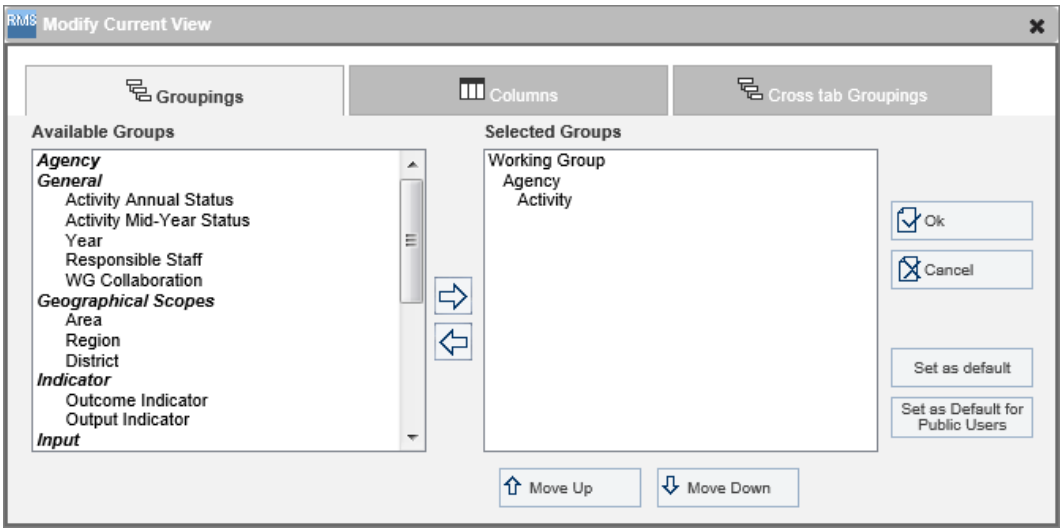

Figure 69: Modifying the Current View

7.6.1 Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, follow the steps below:

1. In the *Available Groups / Columns* panel, select the group / column / column grouping to be added to the list.
   Note: It is possible to select several groups / columns by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the **(Select)** button. The selected group(s) / column(s) will appear in the *Selected Groups / Columns* panel.

7.6.2 Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, follow the steps below:

1. Select the group / column / column grouping that needs to be re-ordered in the *Selected Groups / Columns* panel.
2. Click the **Move Up / Move Down** button.

7.6.3 Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, follow the steps below:

1. In the *Selected Groups / Columns* panel, select the group / column / column grouping that needs to be removed from the list.
2. Click the **(Unselect)** button. The selected group(s) / column(s) / column grouping(s) will be removed from the *Selected Groups / Columns* panel.

7.6.4 Setting a View as Default

After making changes in the view currently displayed in the *List* module, you can set the newly created view as default. This means that the new view will be displayed when the user accesses the *List* module.

In order to set a view as default, follow the steps below:

1. Make the necessary changes in the current view as described in the sections above.
2. After finishing, click the **Set as Default** button in the *Modify Current View* window. Please note that the view will be set as default only for the current user.

Note: Clicking the **Set as Default for Public Users** button will display the view to those who access the application as unregistered public user.

7.7 Sample Views

In the following chapters, you can see several samples on list reports.

7.7.1 Sample View 1

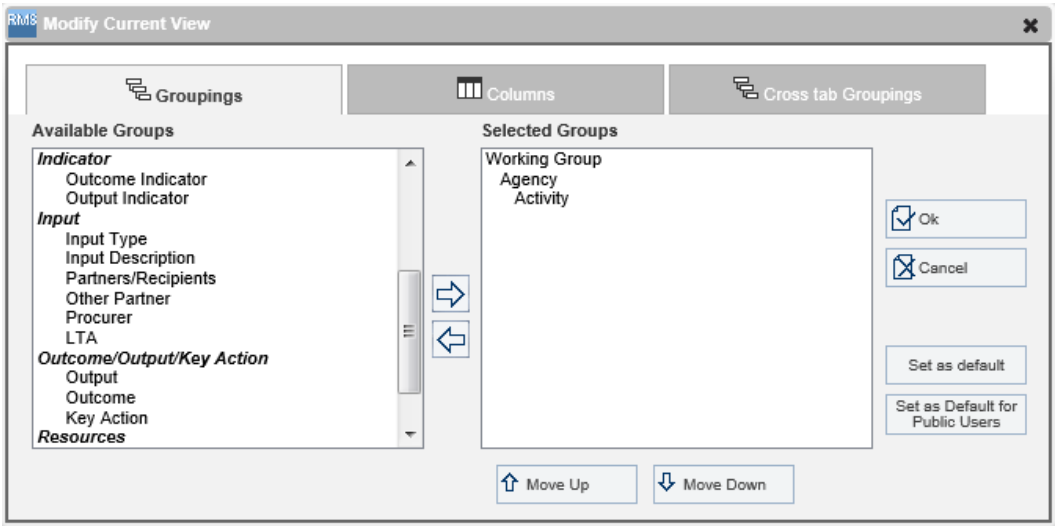

Figure 70: Defining List View Groupings for Sample View 1

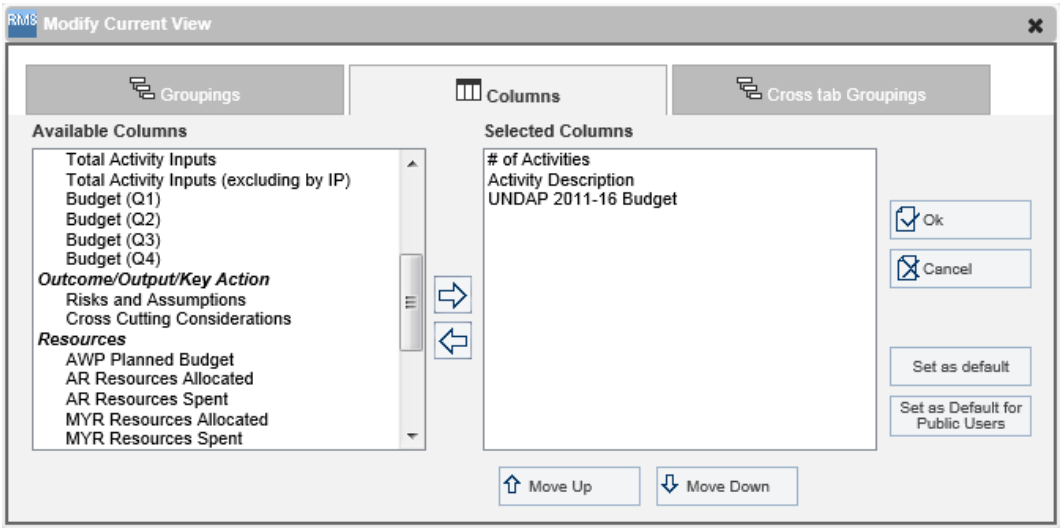

Figure 71: Defining List View Columns for Sample View 1

If you have indicated **Working Group** / **Agency** / **Activity** hierarchy as a grouping (Figure 70) and **# of Activities** / **Activity Description** / **UNDAP 2011-16 Budget** as columns (Figure 71), the following list view will appear (Figure 72):

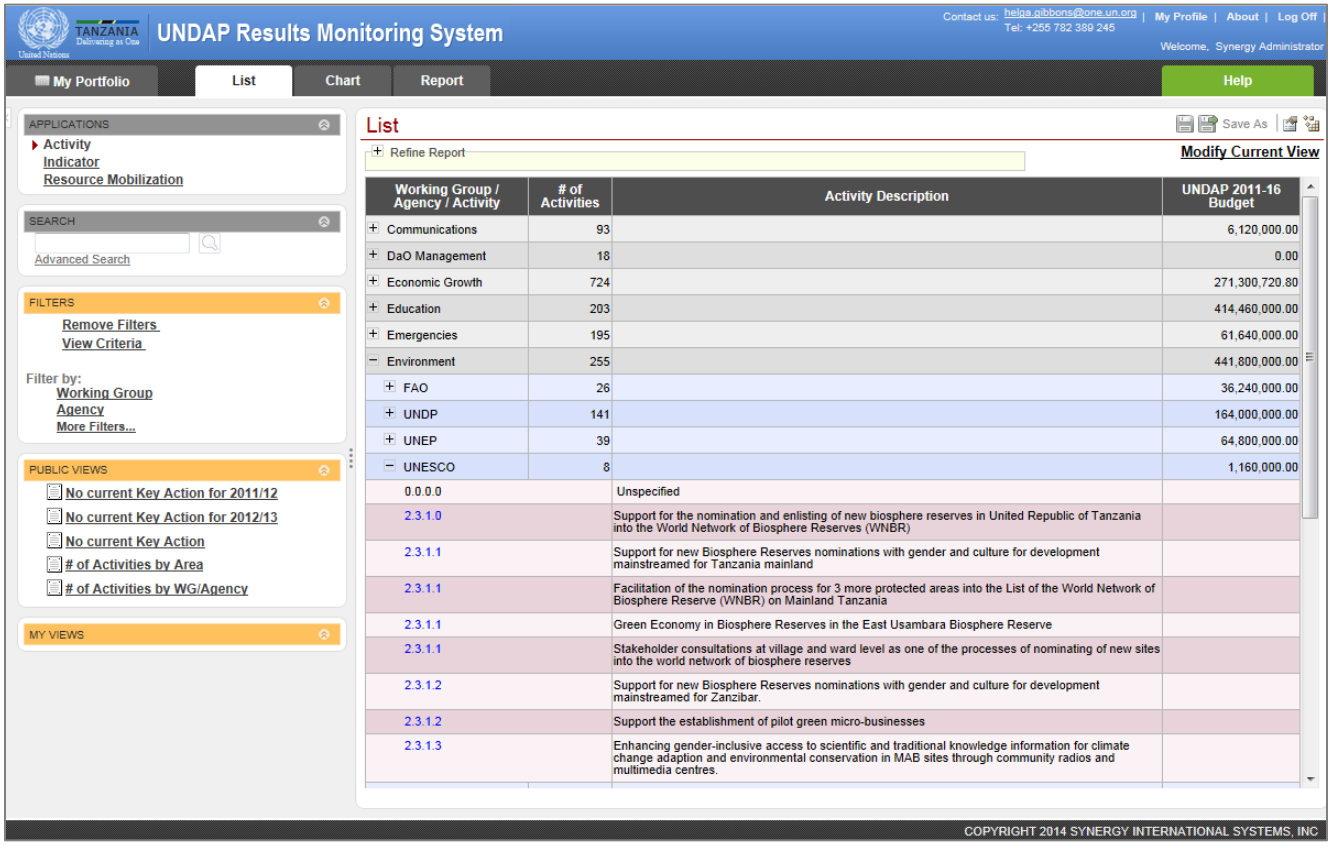
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
APPLICATIONS
Activity
Indicator
Resource Mobilization
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Working Group
Agency
More Filters...
PUBLIC VIEWS
No current Key Action for 2011/12
No current Key Action for 2012/13
No current Key Action
# of Activities by Area
# of Activities by WG/Agency
MY VIEWS
List
Save As
Refine Report
Modify Current View
Working Group / Agency / Activity
# of Activities
Activity Description
UNDAP 2011-16 Budget
Communications 93 6,120,000.00
DaO Management 18 0.00
Economic Growth 724 271,300,720.80
Education 203 414,460,000.00
Emergencies 195 61,640,000.00
Environment 255 441,800,000.00
FAO 26 36,240,000.00
UNDP 141 164,000,000.00
UNEP 39 64,800,000.00
UNESCO 8 1,160,000.00
0.0.0.0 Unspecified
2.3.1.0 Support for the nomination and enlisting of new biosphere reserves in United Republic of Tanzania into the World Network of Biosphere Reserves (WNBR)
2.3.1.1 Support for new Biosphere Reserves nominations with gender and culture for development mainstreamed for Tanzania mainland
2.3.1.1 Facilitation of the nomination process for 3 more protected areas into the List of the World Network of Biosphere Reserve (WNBR) on Mainland Tanzania
2.3.1.1 Green Economy in Biosphere Reserves in the East Usambara Biosphere Reserve
2.3.1.1 Stakeholder consultations at village and ward level as one of the processes of nominating of new sites into the world network of biosphere reserves
2.3.1.2 Support for new Biosphere Reserves nominations with gender and culture for development mainstreamed for Zanzibar.
2.3.1.2 Support the establishment of pilot green micro-businesses
2.3.1.3 Enhancing gender-inclusive access to scientific and traditional knowledge information for climate change adaption and environmental conservation in MAB sites through community radios and multimedia centres.
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Figure 72: Sample View 1

7.7.2 Sample View 2

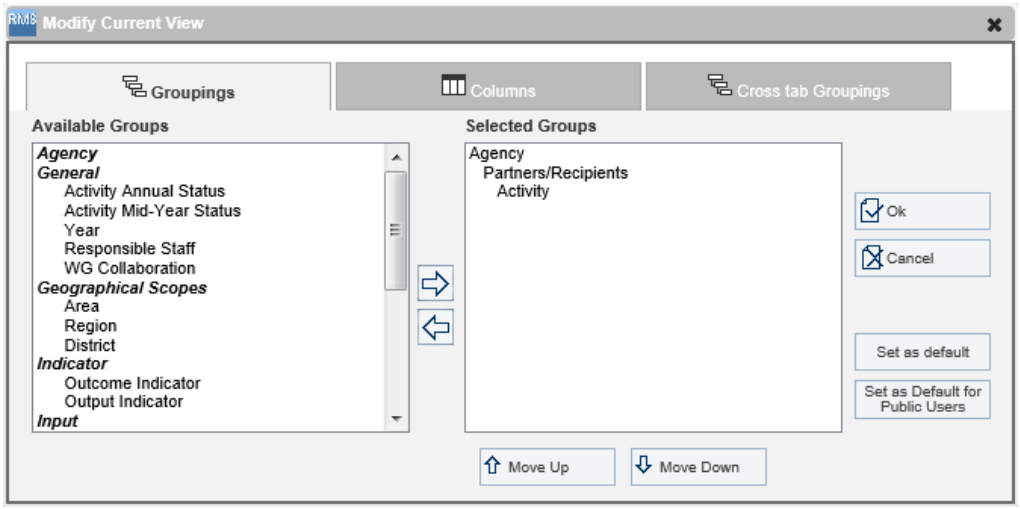

Figure 73: Defining List View Groupings for Sample View 2

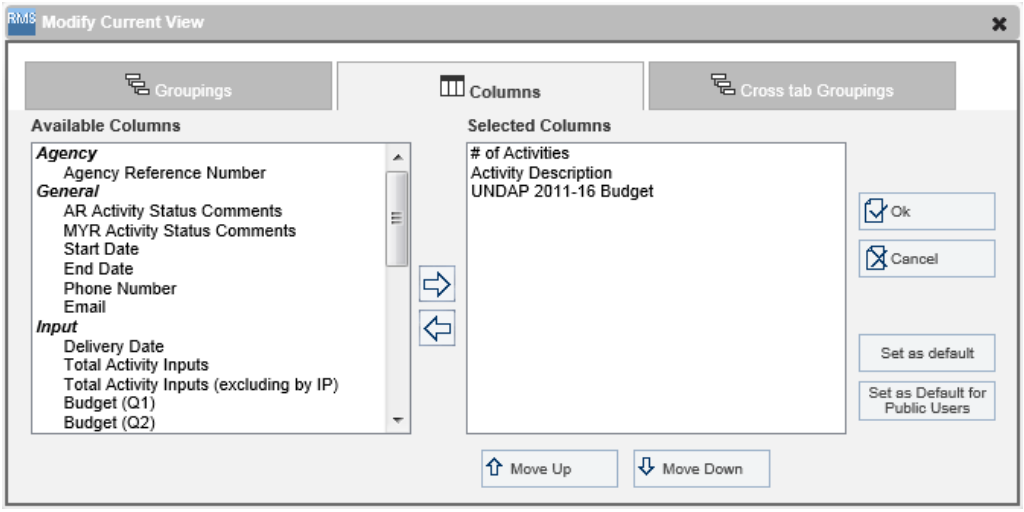

Figure 74: Defining List View Columns for Sample View 2

If you have indicated **Agency** / **Partners/Recipients** / **Activity** hierarchy as a grouping (Figure 73) and **# of Activities** / **Activity Description** / **UNDAP 2011-16 Budget** as columns (Figure 74), the following list view will appear (Figure 75):

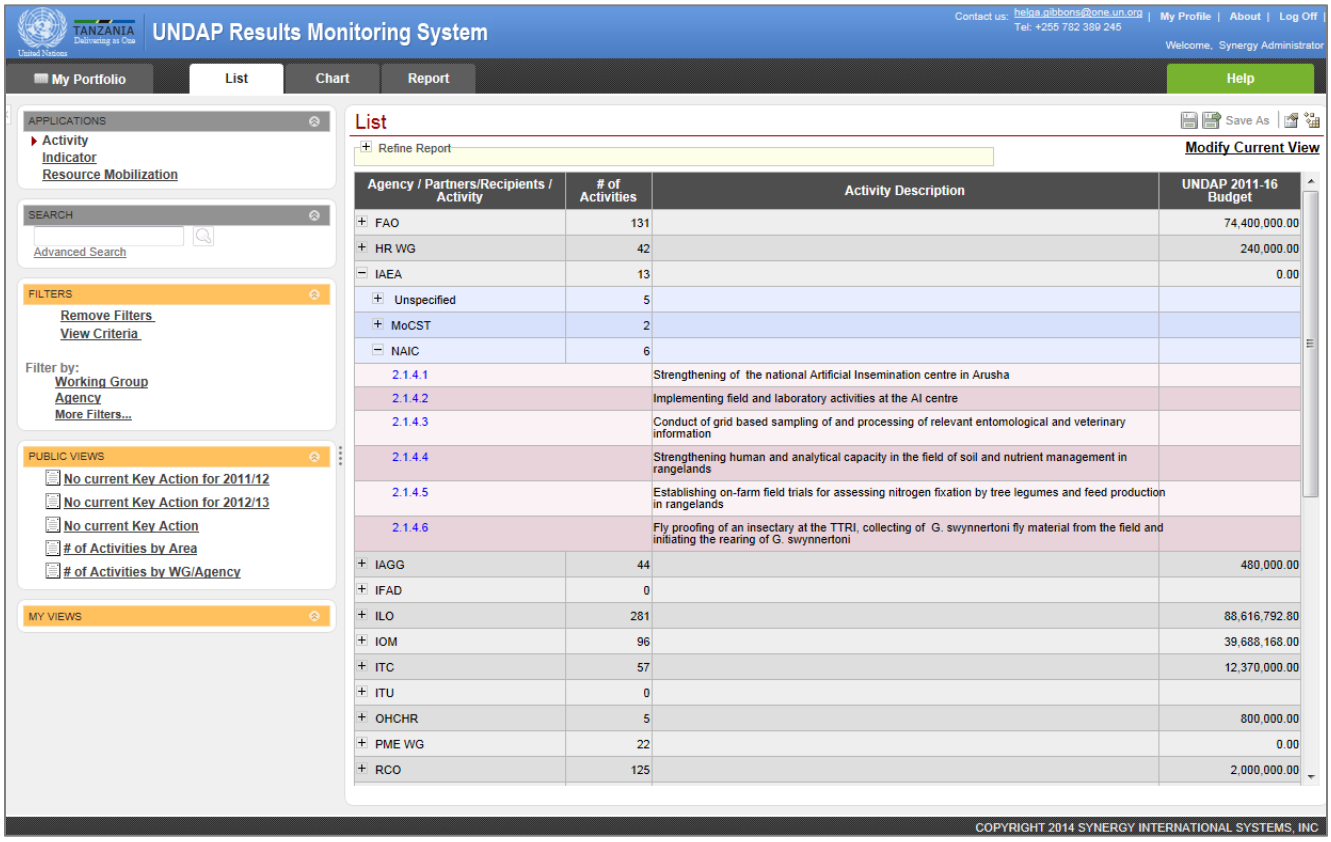
TANZANIA
Delivering as One
United Nations
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | Tel: +255 782 389 245
My Profile | About | Log Off
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
APPLICATIONS
Activity
Indicator
Resource Mobilization
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Working Group
Agency
More Filters...
PUBLIC VIEWS
No current Key Action for 2011/12
No current Key Action for 2012/13
No current Key Action
# of Activities by Area
# of Activities by WG/Agency
MY VIEWS
List
Save As
Refine Report
Modify Current View
Agency / Partners/Recipients / Activity
# of Activities
Activity Description
UNDAP 2011-16 Budget
FAO 131 74,400,000.00
HR WG 42 240,000.00
IAEA 13 0.00
Unspecified 5
MoCST 2
NAIC 6
2.1.4.1 Strengthening of the national Artificial Insemination centre in Arusha
2.1.4.2 Implementing field and laboratory activities at the AI centre
2.1.4.3 Conduct of grid based sampling of and processing of relevant entomological and veterinary information
2.1.4.4 Strengthening human and analytical capacity in the field of soil and nutrient management in rangelands
2.1.4.5 Establishing on-farm field trials for assessing nitrogen fixation by tree legumes and feed production in rangelands
2.1.4.6 Fly proofing of an insectary at the TTRI, collecting of G. swynnertoni fly material from the field and initiating the rearing of G. swynnertoni
IAGG 44 480,000.00
IFAD 0
ILO 281 88,616,792.80
IOM 96 39,688,168.00
ITC 57 12,370,000.00
ITU 0
OHCHR 5 800,000.00
PME WG 22 0.00
RCO 125 2,000,000.00
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Figure 75: Sample View 2

8. CHART MODULE

The *RMS* application is equipped with a powerful chart designer that empowers you with all necessary tools to create charts for professionally looking presentations and reports. A user-friendly interface, great number of visual effects and pre-defined chart types, flexible chart components selection, and on-screen real-time chart visualization make using the chart designer an easy and delightful experience.

8.1 Key Features

You can make use of the following key features of the *Chart* tool in *RMS*:

- ✓ Rich user interface that supports movable windows for arranging the screen as desired.
- ✓ The ability to resize the charts directly in the workspace.
- ✓ The ability to show or hide the data labels and legends.
- ✓ The ability to customize the coloring, or choose pattern-filled charts for black and white printing.

8.2 Accessing the Chart Module

As it has been stated above, the system provides for the opportunity to present data in the form of different charts. In order to access the *Chart* module of the system, click the **Chart** tab. The *Chart* module appears where a pre-defined chart is displayed.

8.3 Main Screen and Its Components

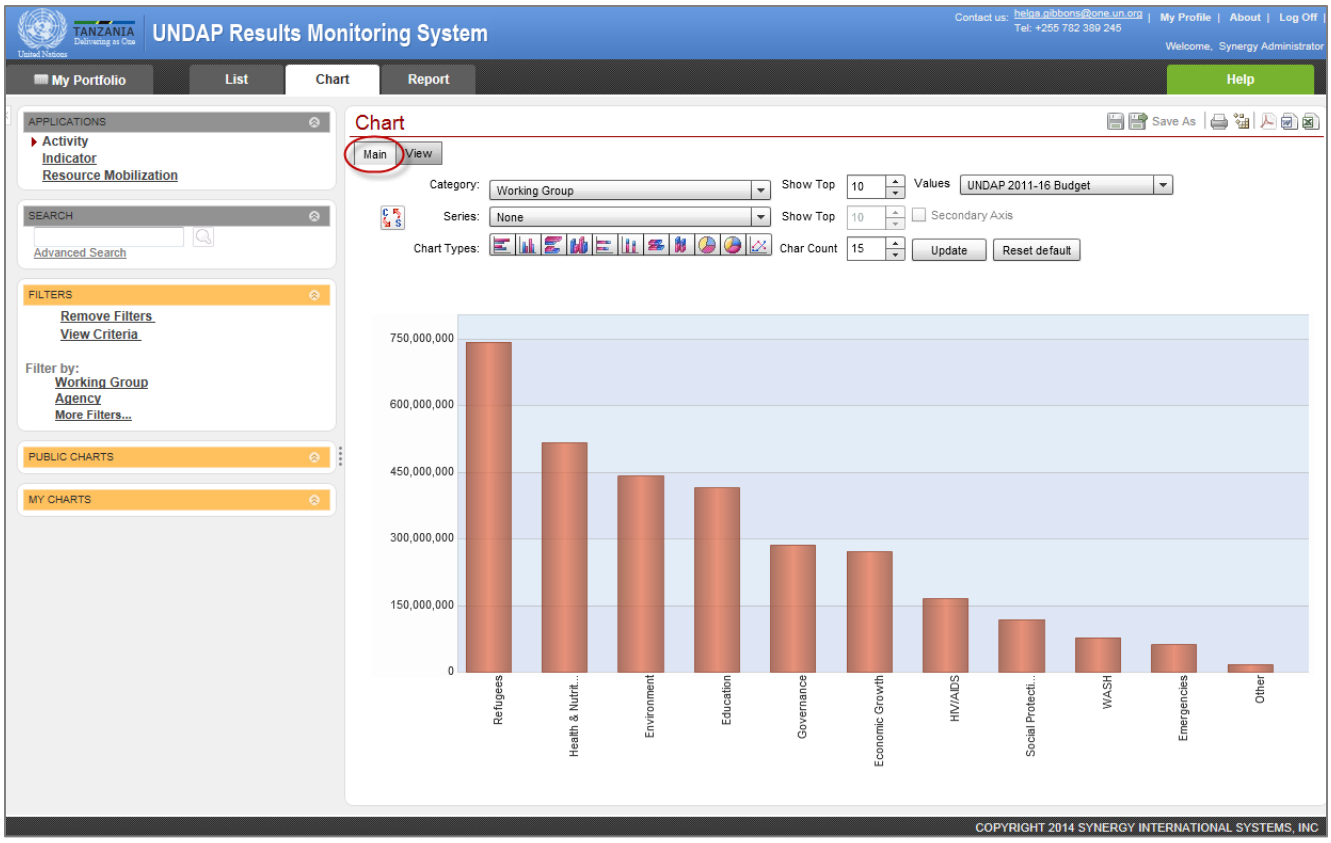


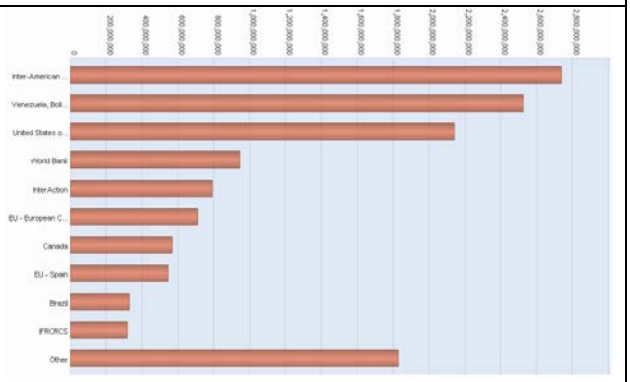
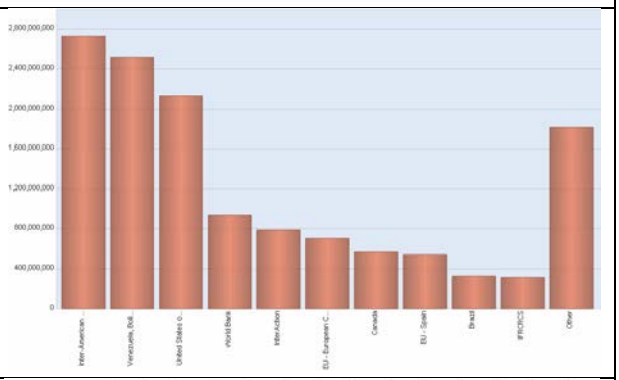
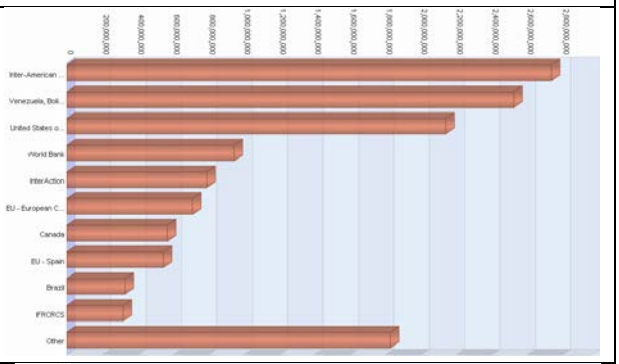
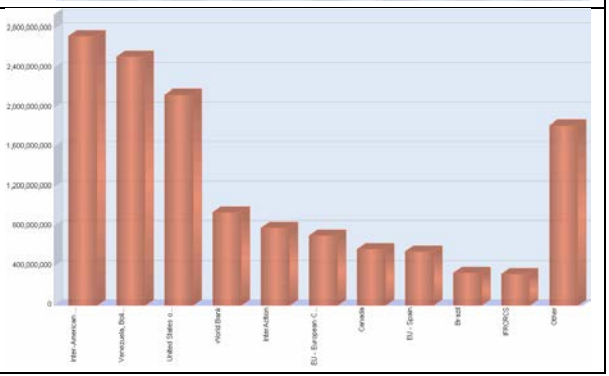
Figure 76: Main Screen of the Chart Module

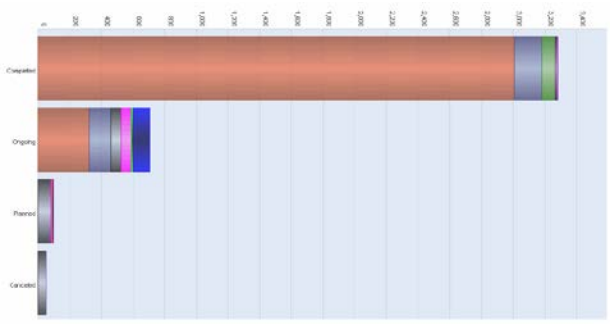
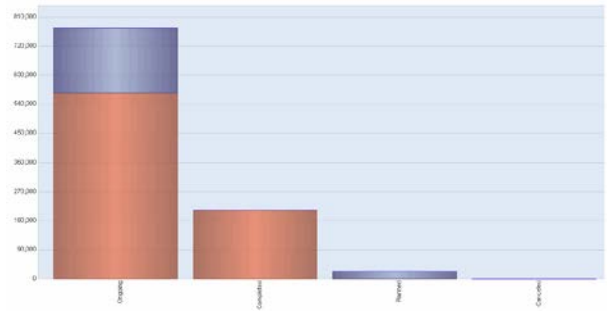
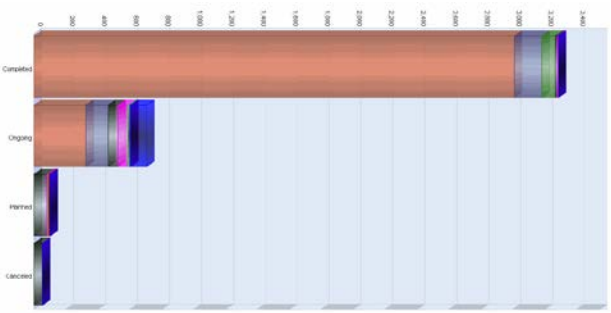
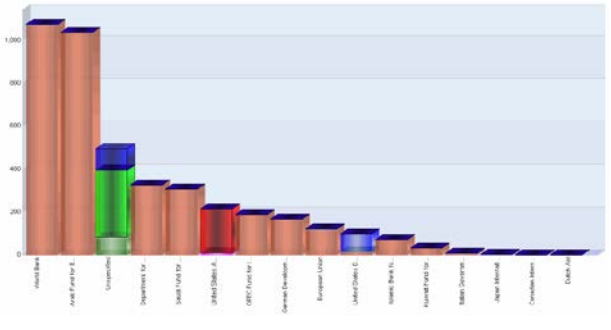
1. **Category** - allows selecting one of the options provided in the **Category** drop-down menu located at the top of the *Chart* window. The selected category will define one of the chart axes. Selection of a category for the chart report is required.

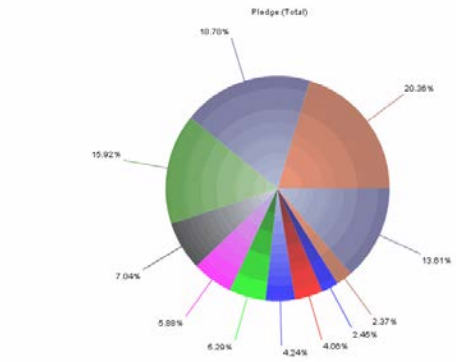
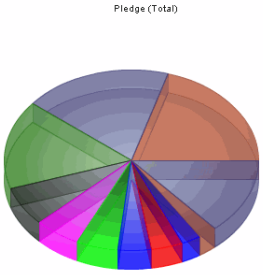
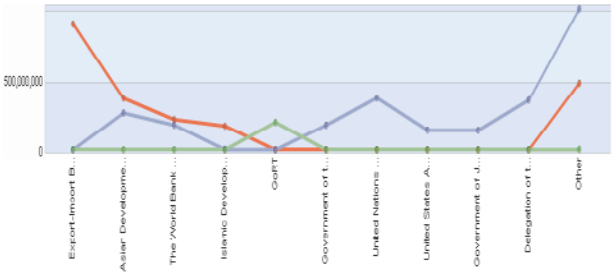
2. **Series** - allows selecting one of the options provided in the **Series** drop-down menu located at the top of the *Chart* window. The selected series will define the chart legend. Selection of a series for the chart report is optional.

   Note: Clicking the **(Swap)** button allows switching places of category and series selections.

3. **Chart Types** - allows defining the chart type. The following options are available:

Chart Type	Example
1. Bar	
2. Column	
3. 3D Bar	
4. 3D Column	

5. Stacked Bar	
6. Stacked Column	
7. Stacked 3D Bar	
8. Stacked 3D Column	

9. Pie	
10. 3D Pie	
11. Line	

4. **Show Top <Number>** - indicates the maximal number of category items to be displayed in the chart.

5. **Show Top <Number> on Secondary Axis** - indicates the maximal number of series items that should be displayed on the secondary axis in the chart. Becomes available only if a Series is selected. This option is disabled if you have selected the pie or line chart types.

6. **Char Count** - limits the number of characters to be used to display the category item names to the value set in this field.

7. **Values** - allows selecting a value from the list that will define the main chart criteria.

8. **Update** - loads the latest data from the database and displays them on the chart.

9. **Reset Default** – loads the default chart built according to the default chart category and chart type.

10. **Workspace** - the main working area in the *Chart* module where the chart designed is displayed.

8.4 View Screen and Its Components

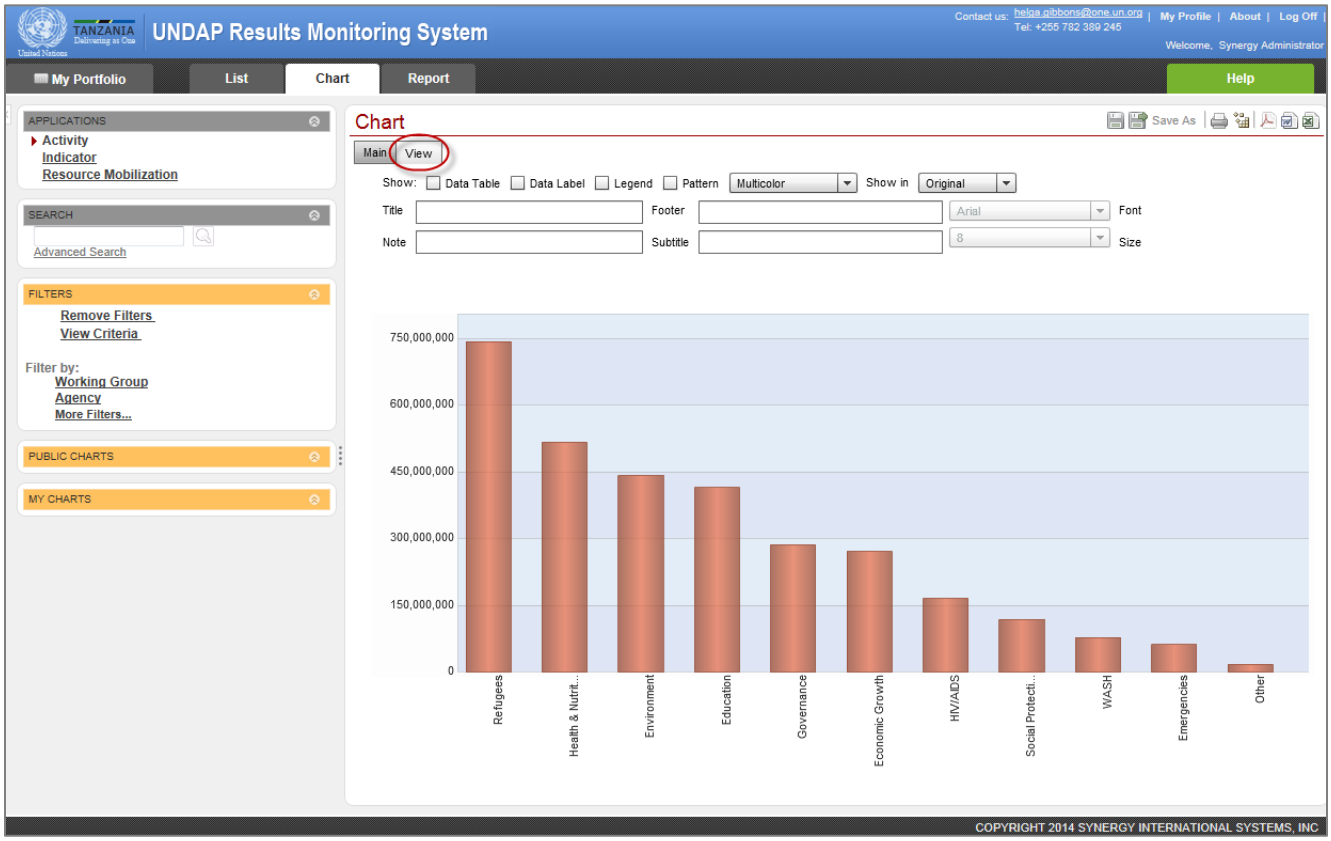


Figure 77: View Screen of the Chart Module

1. **Show -** allows selecting one or several of the following options:
   - ***Data Table* -** presents the information contained in the chart in a grid or matrix.
   - ***Data Label* -** shows the actual values of each chart cell. This option is disabled if you have selected the pie or line chart types.
   - ***Legend* -** explains the categories and data series displayed on the chart.
   - ***Pattern* -** allows choosing a pattern-filled chart for black and white printing.
   - ***Coloring Option* -** allows defining whether the chart should be displayed in multiple colors or in one of the colors available.
   - ***Show In* –** allows defining how the numeric values will be displayed on the chart. To avoid large number occupying too much space, you can choose to view the numbers in thousands / millions / billions.

2. **Title** – a text box to enter the chart report title.

3. **Note -** a text box to enter additional information about the chart report.

4. **Footer -** a text box to insert a portion of text that will appear in the bottom area of the chart report.

5. **Subtitle -** a text box to enter a subtitle for the chart report.

6. **Font -** allows selecting the font the chart report title/subtitle/footer/note will appear in.

7. **Size -** allows selecting the font size the chart report title/subtitle/footer/note will appear in.

8. **Workspace -** the main working area in the *Chart* module where the chart designed is displayed.

8.5 Sample Chart Reports

In the following chapters, you can see several samples on charts.

8.5.1 Sample Chart Report 1

If you have selected **Working Group** as a chart category, **AWP Planned Core** / **AWP Planned Non-core** / **AWP Planned One Fund** as values to be shown on the chart, clicked the **3D Bar** chart button to specify the chart type, and activated the **Legend** option in the *View* window, the following chart report will appear (Figure 78):

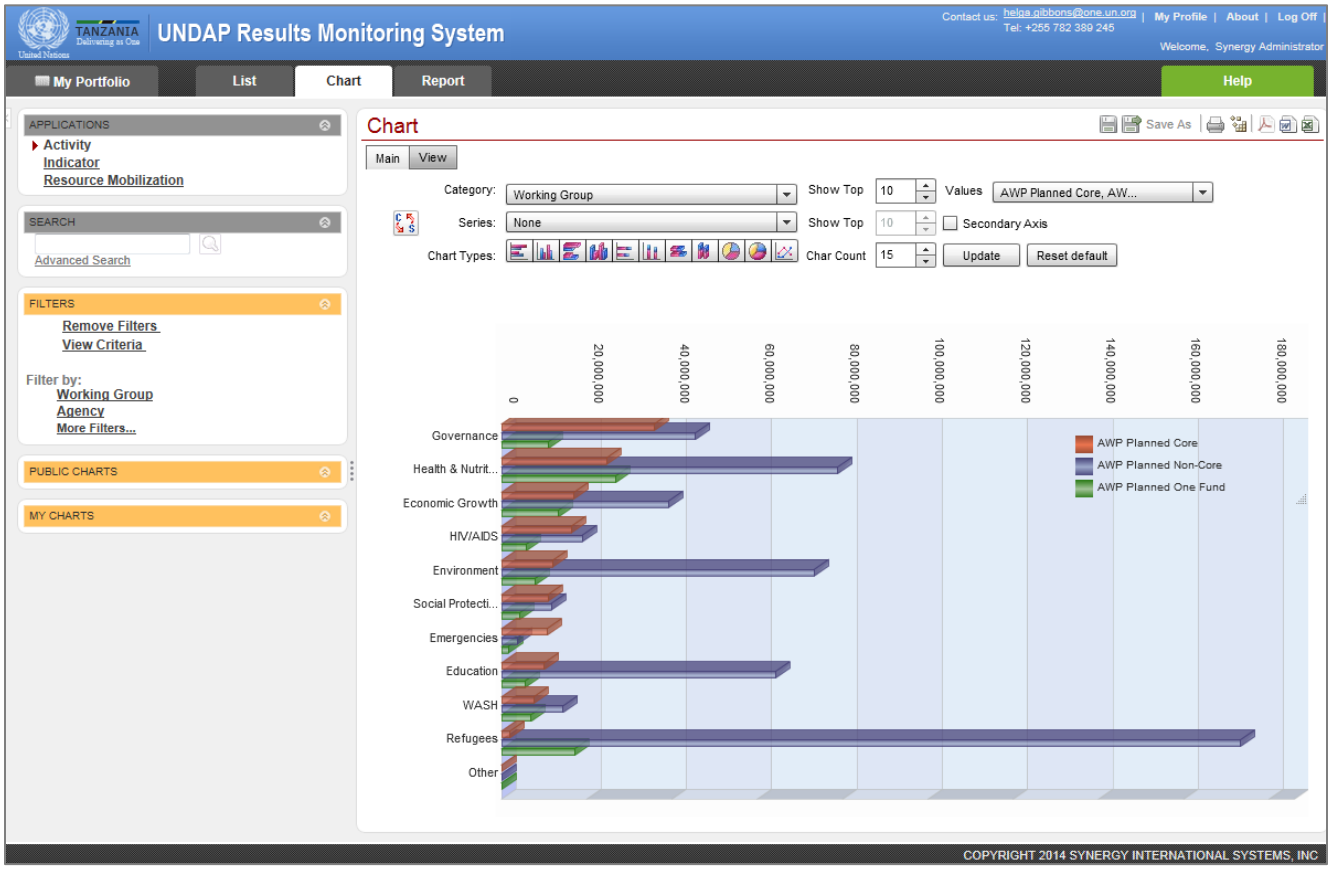


Figure 78: Sample Chart Report 1

8.5.2 Sample Chart Report 2

If you have selected **Year** as a chart category, **Agency** as a chart series, **# of Activities** as a value to be shown on the chart, clicked the **Line** chart button to specify the chart type, and activated the **Legend** option in the *View* window, the following chart report will appear (Figure 79):

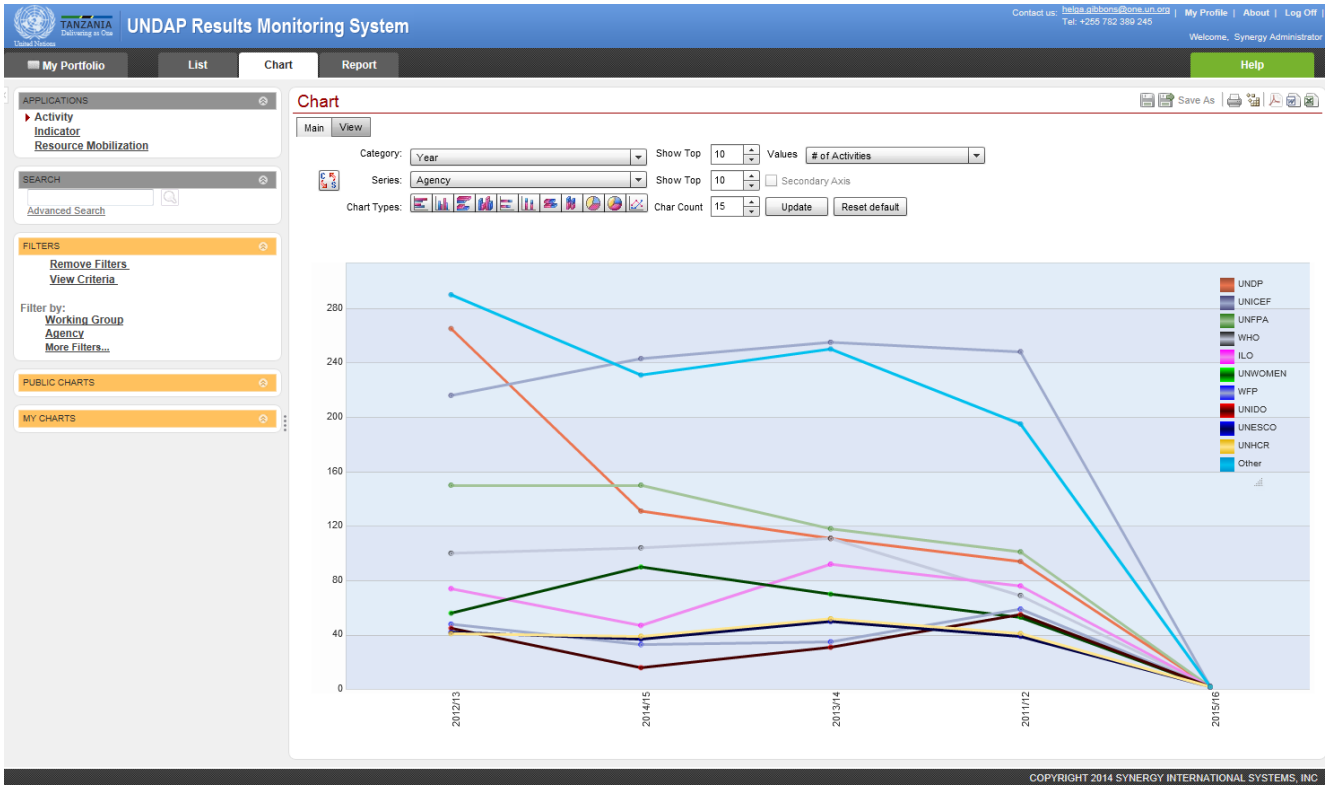


Figure 79: Sample Chart Report 2

9. REPORT MODULE

In the *Report* module of the *RMS* application, you can create and execute ad-hoc queries on the data, and acquire results in the form of different reports.

9.1 Accessing the Report Module

As it has been stated above, the system provides for the opportunity to create different sorts of list reports. In order to access the *Report* module of the system, click the **Report** tab. You will be navigated to the Report module of the application where the *Report Designer* (Figure 80) will open.

In this module, you can create list reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

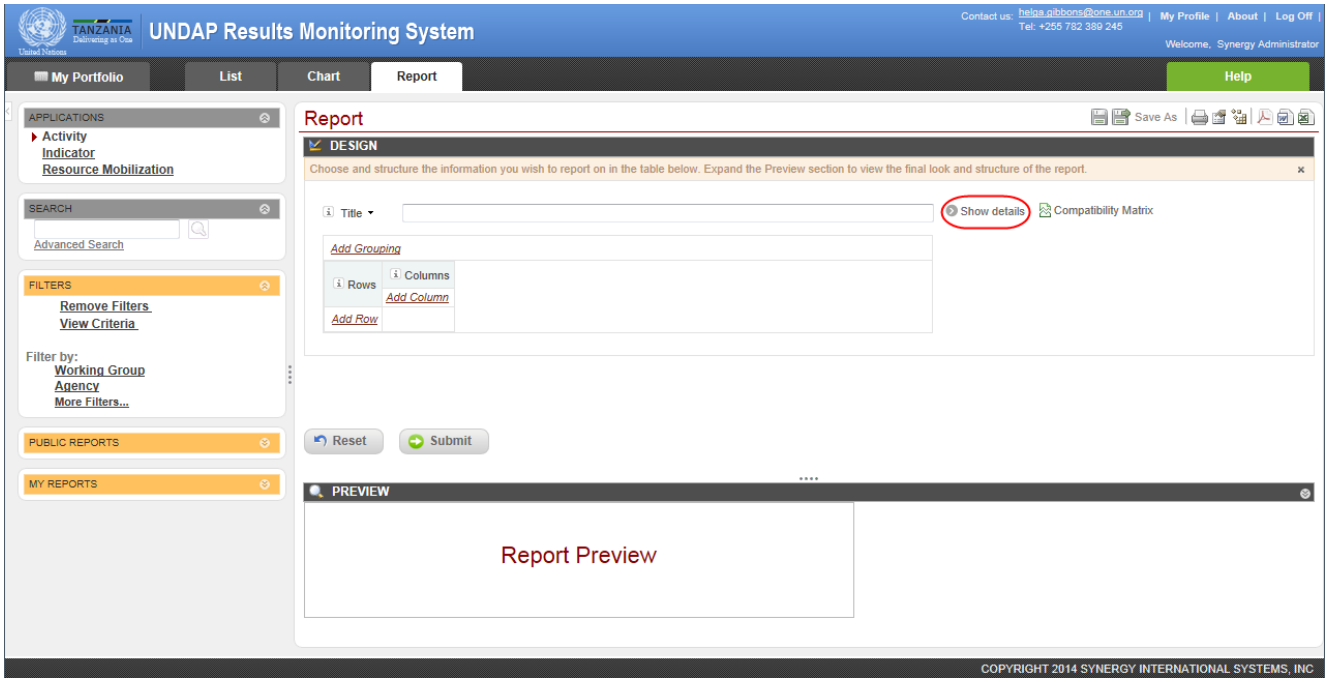


Figure 80: RMS Application Report Module

9.2 Creating a Report

In order to create a report, i.e. to structure the report table and choose what information should appear in the rows and columns of the table, add report components, which are:

- **Text entries** – title, subtitle, header, and footer. For these fields, the expected input is a free text.
  Note: By default, the *Report Designer* gives you the possibility of adding report titles. However, you can change the default view to make adjustments for other text entry components (sub-title, header and footer) as well. To be able to provide additional textual information to the report, you will have to click the **Show Details** link (Figure 80) and

provide the appropriate information the fields that emerge. Clicking the **Hide Details** link will collapse the text entry fields displaying only the **Title**.

- **Report grouping** - allows grouping data according to a specific category. Grouped data appear in different tables. Each table contains data that fall under one group of the category specified.
- **Rows** - group data within the report table.
- **Columns** - show details specific to each table row.
- **Sub-columns** - divide the row details displayed under each column.

In order to add report components, follow the steps below. They provide instructions on how to compose and submit queries.

1. Type the text that should appear as the report title in the **Title** text box.
2. Enter a **Subtitle**, **Header**, and **Footer** if needed.
3. In the *Group Report by* section, specify the category, which will be used to group data into different tables. To add a report grouping, click the **Add Grouping** link in the *Group Report by* section and select the appropriate category from the menu that appears (Figure 81).
   Note: The report will be divided into as many tables as there are table groupings selected.
4. Select table rows by clicking on the **Add Row** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one row at a time from the list of available rows.
5. Select table columns by clicking on the **Add Column** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one column at a time from the list of available columns.
   Note: Once the report column is selected, an **Add Sub-column** link becomes available under the selected column. It allows indicating how the row details displayed under each column will be divided.

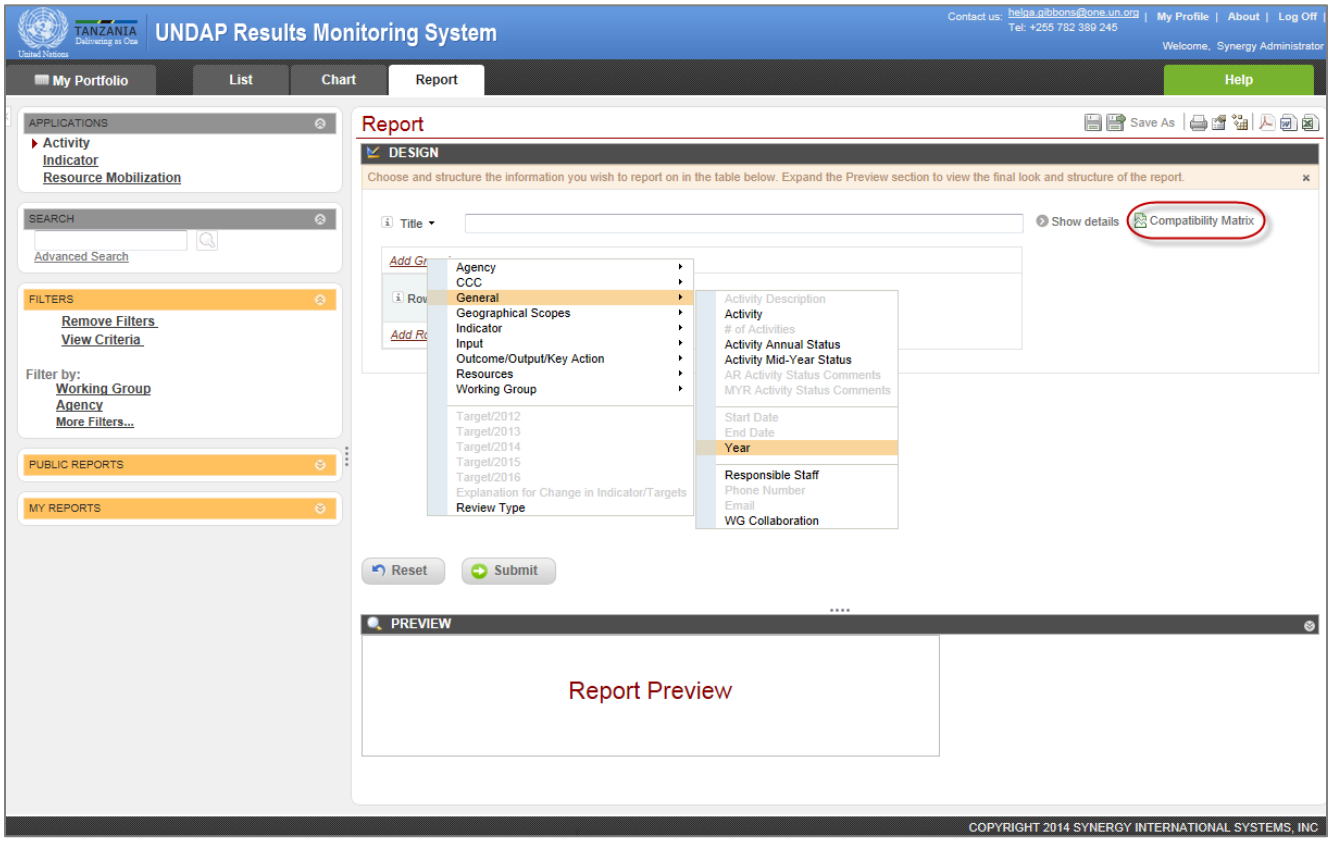


Figure 81: Selecting a Grouping for a Report

Note: At any point it is possible to remove all components selected for the report and design a new report from scratch by clicking the

(Reset) button.

Note: If you have defined a report which has incompatible columns (columns over which reports cannot be generated), they will be marked in red and an error message will occur. To make your reports productive, use the link (as marked in red, Figure 81) to open the *Compatibility Matrix* table (Figure 82). This is a table that displays the compatibility between all categories and measures in the database to display them in the report.

Compatibility Matrix

• - indicates compatibility between Category and Measure

Rows(Categories) / Columns(Measures)	# of Activities	Activity Description	Additional Comments for Summary Report	Agency Reference Number	Annual Review Human Rights	Annual Review Relevant Activities	AR Activity Status Comments	AR Resources Allocated	AR Resources Spent	AWP Human Rights	AWP Planned Budget	AWP Planned Core	AWP Planned Non-Core	AWP Planned One Fund	AWP Relevant Activities	Budget (Q1)	Budget (Q2)	Budget (Q3)	Budget (Q4)
Activity		•		•			•									•	•	•	•
Activity Annual Status	•																		
Activity Mid-Year Status	•																		
Agency	•							•	•		•	•	•	•					
Area	•																		
CCC Annual Review Questions					•	•													
CCC AWP Questions										•					•				
CCC Mid-Year Review Questions																			
District	•																		
Human Rights Standards																			
Input Description																•	•	•	•
Input Type	•															•	•	•	•
Key Action	•																		
LTA	•																		
Other Partner	•																		
Outcome	•																		
Outcome Indicator																			
Output	•																		
Output Indicator																			
Partners/Recipients	•																		

Figure 82: Compatibility Matrix

9.3 Previewing a Report

At any time during the process of creating a report, look in the *Preview* section at the bottom of the page, in order to view the final structure of the report (Figure 83). The Preview will not be ready for viewing unless there is at least one table row defined.

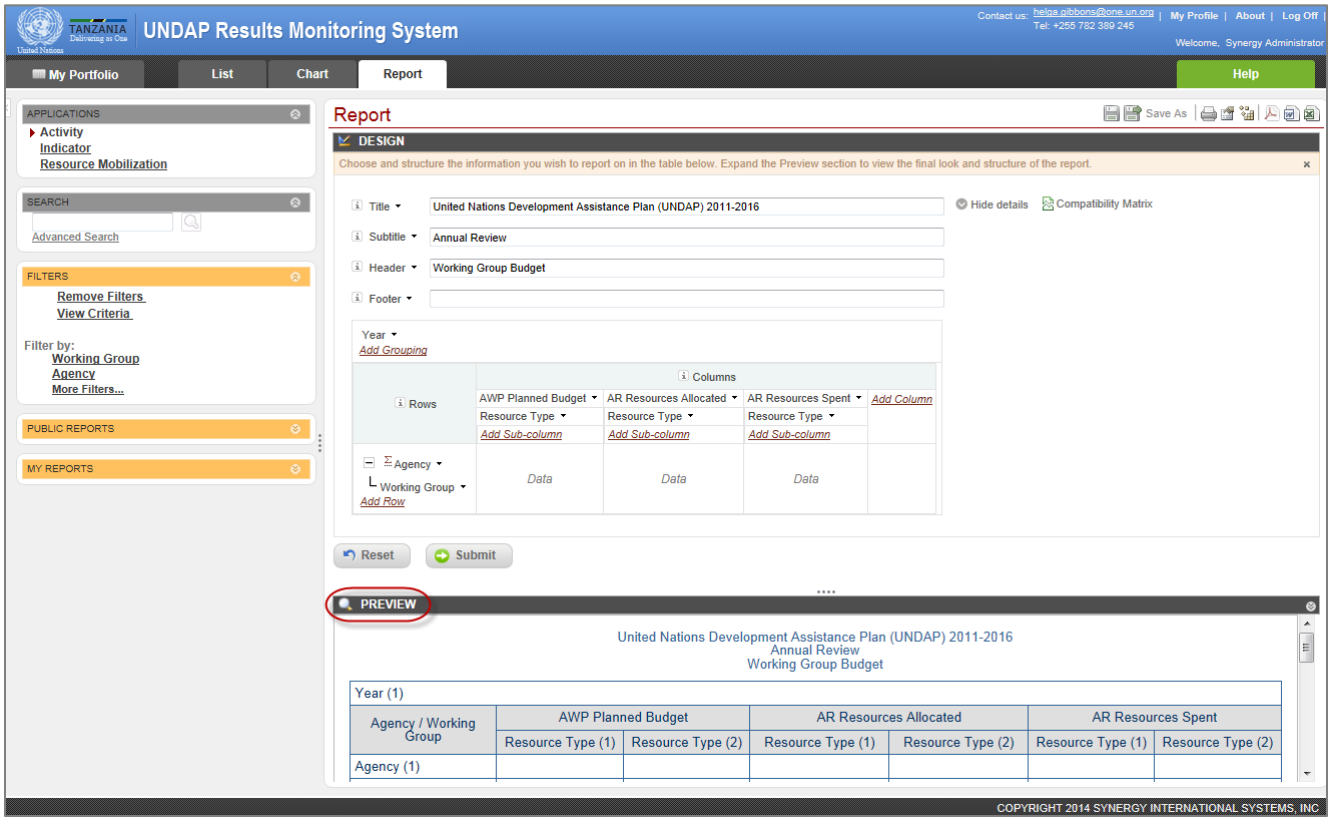


Figure 83: Previewing the Report

All your added report components and structuring results will be displayed in the *Preview* section which helps you to check whether the report matches the required output or not. This section can be expanded in order to display whole of the information.

9.4 Generating a Report

The final step in the process of creating a report is report generation. By clicking the

(Submit) button, a request to the Reporting Engine is submitted in order to access the database, gather the required data and present it in the manner required. The Report containing all the real data appears in a new window.

Note: If the report generated contains a large number of data, you can refine it to focus on specific data. For more details on how to refine a report, see Refining the Report.

9.5 Sample Reports

In the following chapters, you can see several samples on reports.

9.5.1 Sample Report 1

If you have indicated:

- **Annual Review Detailed Report for MainLand** as the report title;

- **Outcome** / **Output** / **Key Action** / **Activity** as the rows;
- **Start Date**, **End Date**, **Partners/Recipients**, **Other Partner**, **Area**, and **Activity Annual Status** as columns;
- Applied some formatting to the rows (Figure 84);
- Selected to view the data for the **CARE** Partner/Recipient;

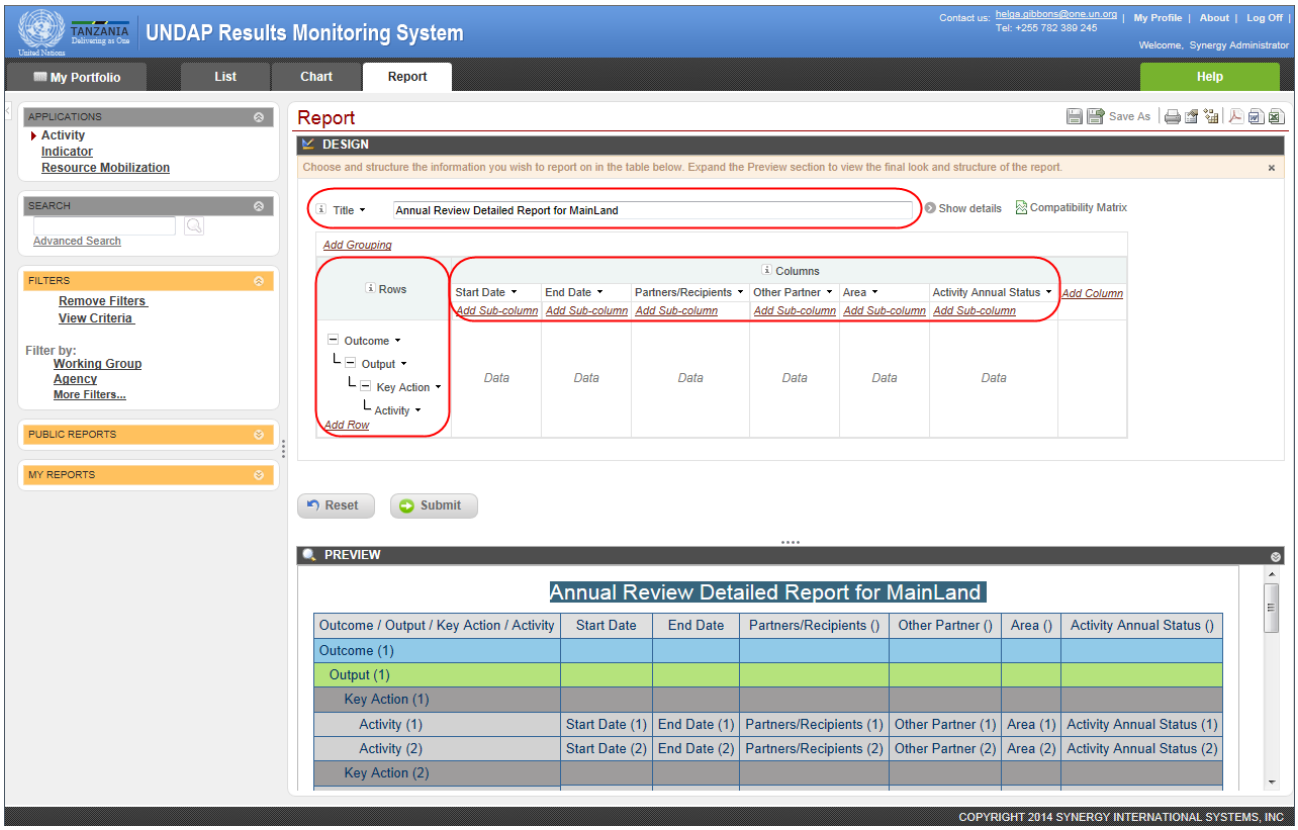


Figure 84: Creating Report 1

You will have the following result (Figure 85):

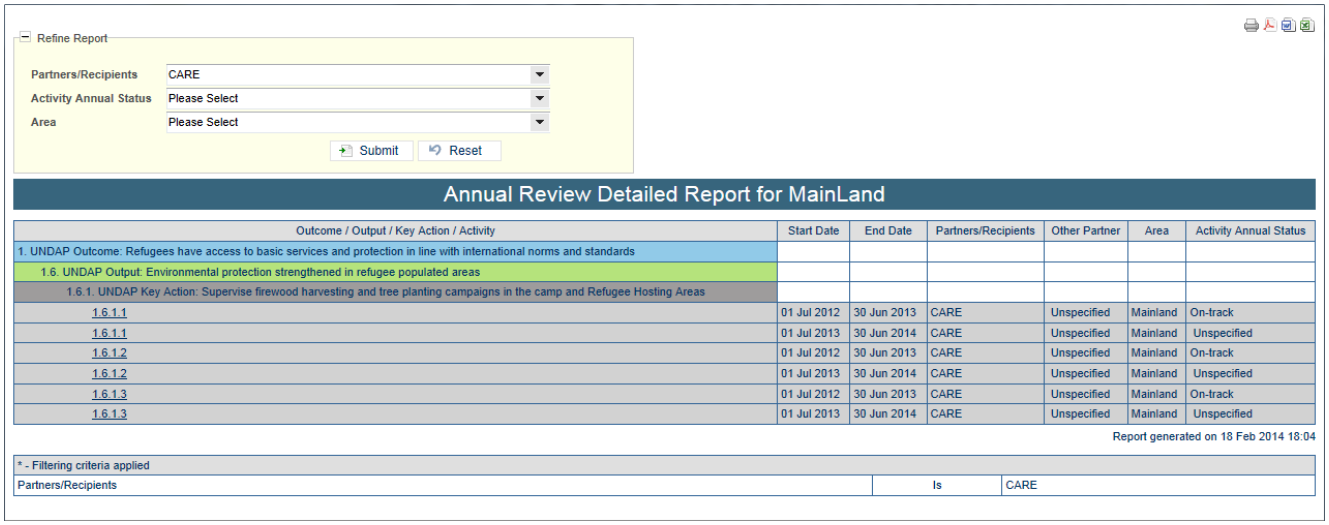

Refine Report
Partners/Recipients
CARE
Activity Annual Status
Please Select
Area
Please Select
Submit
Reset
Annual Review Detailed Report for MainLand
Outcome / Output / Key Action / Activity
Start Date
End Date
Partners/Recipients
Other Partner
Area
Activity Annual Status
1. UNDAP Outcome: Refugees have access to basic services and protection in line with international norms and standards
1.6. UNDAP Output: Environmental protection strengthened in refugee populated areas
1.6.1. UNDAP Key Action: Supervise firewood harvesting and tree planting campaigns in the camp and Refugee Hosting Areas
1.6.1.1 01 Jul 2012 30 Jun 2013 CARE Unspecified Mainland On-track
1.6.1.1 01 Jul 2013 30 Jun 2014 CARE Unspecified Mainland Unspecified
1.6.1.2 01 Jul 2012 30 Jun 2013 CARE Unspecified Mainland On-track
1.6.1.2 01 Jul 2013 30 Jun 2014 CARE Unspecified Mainland Unspecified
1.6.1.3 01 Jul 2012 30 Jun 2013 CARE Unspecified Mainland On-track
1.6.1.3 01 Jul 2013 30 Jun 2014 CARE Unspecified Mainland Unspecified
Report generated on 18 Feb 2014 18:04
* - Filtering criteria applied
Partners/Recipients
Is
CARE

Figure 85: Sample List Report 1

9.5.2 Sample Report 2

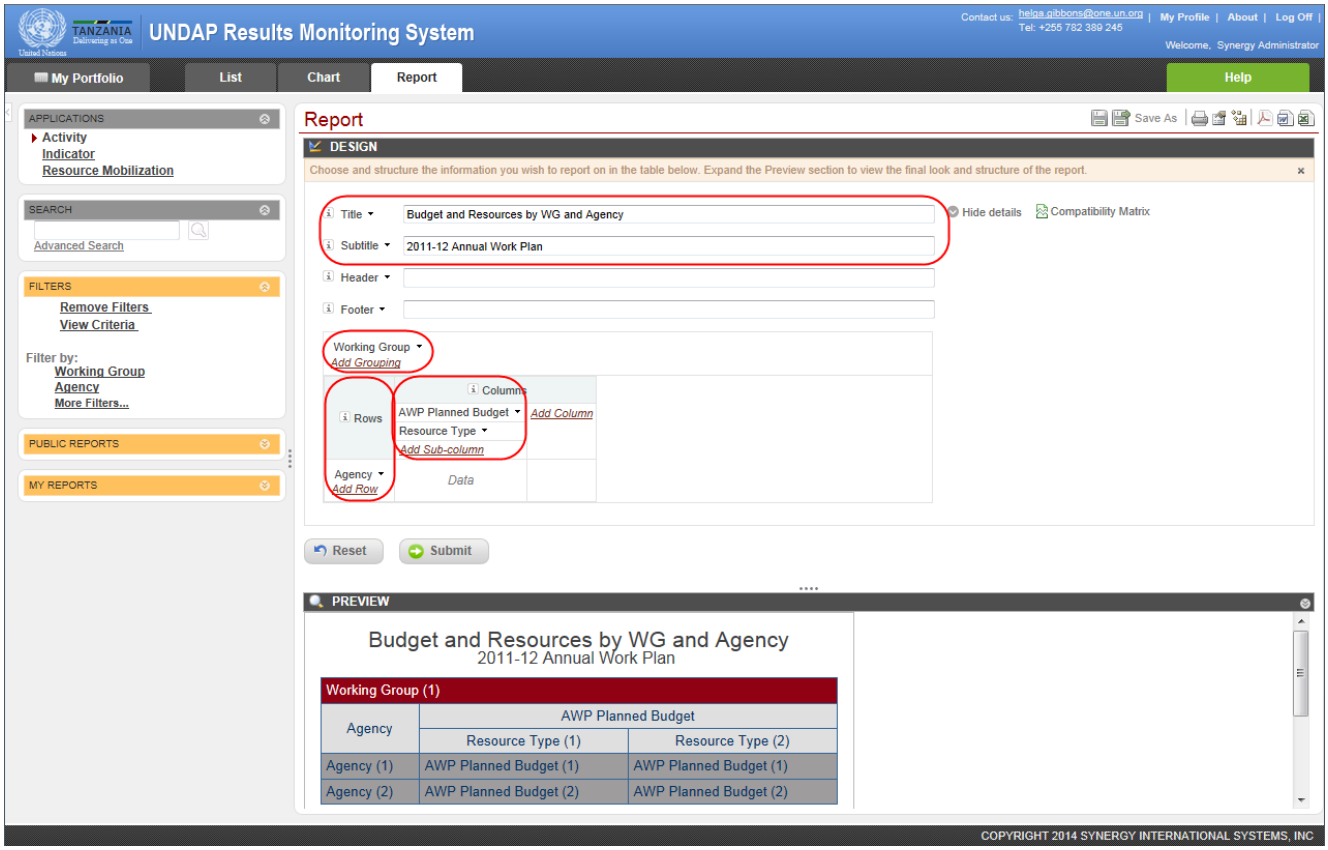
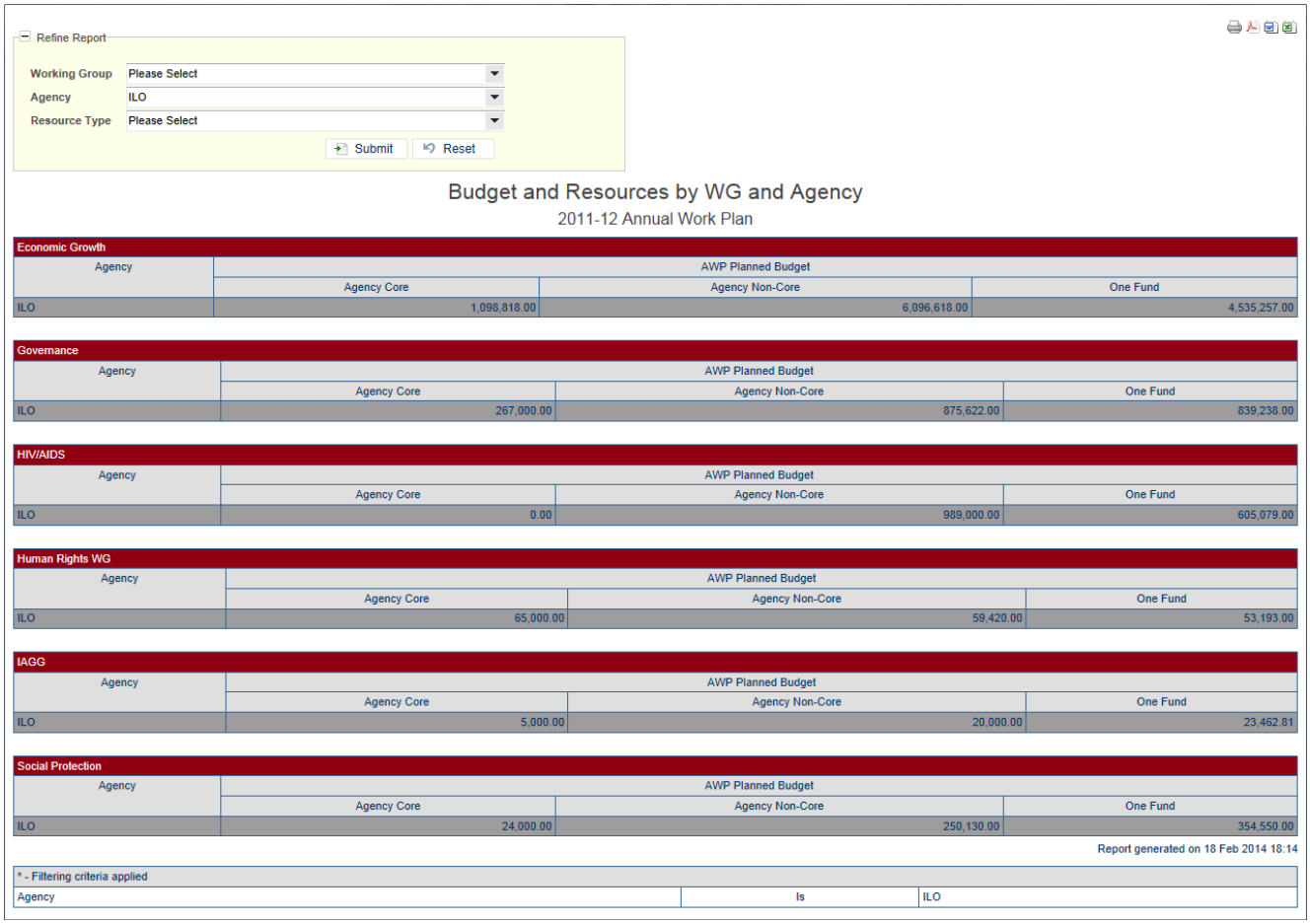


Figure 86: Creating Report 2

If you have indicated:

- **Budget and Resources by WG and Agency** as the report title;
- **2011-12 Annual Work Plan** as the report sub-title;
- **Working Group** as the report table grouping;
- **Agency** as the report row;
- **AWP Planned Budget** as a column
- **Resource Type** as a sub-column;
- Applied some formatting and styling to the fields (Figure 86);
- Selected to view the data for the **ILO** Agency;

You will have the following result (Figure 87):



Refine Report

Working Group: Please Select
Agency: ILO
Resource Type: Please Select
Submit Reset

Budget and Resources by WG and Agency
2011-12 Annual Work Plan

Economic Growth			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	1,098,818.00	6,096,618.00	4,535,257.00

Governance			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	267,000.00	875,622.00	839,238.00

HIV/AIDS			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	0.00	989,000.00	605,079.00

Human Rights WG			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	65,000.00	59,420.00	53,193.00

IAGG			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	5,000.00	20,000.00	23,462.81

Social Protection			
Agency	AWP Planned Budget		
	Agency Core	Agency Non-Core	One Fund
ILO	24,000.00	250,130.00	354,550.00

Report generated on 18 Feb 2014 18:14

* - Filtering criteria applied		
Agency	Is	ILO

Figure 87: Sample List Report 2

9.6 Customizing Reports

You can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe the instructions to customize the reports.

9.6.1 Formatting/Styling Report Components

You may format/style the text entries as well as main report table captions and values by assigning to them value characteristics such as font, font size, font color, background color, alignment (i.e. left, center, or right), etc. In order to format/style a report component, follow the steps below:

1. Click the report component that needs to be formatted / styled.
2. Select the **Properties** option from the actions list that appears (Figure 88).

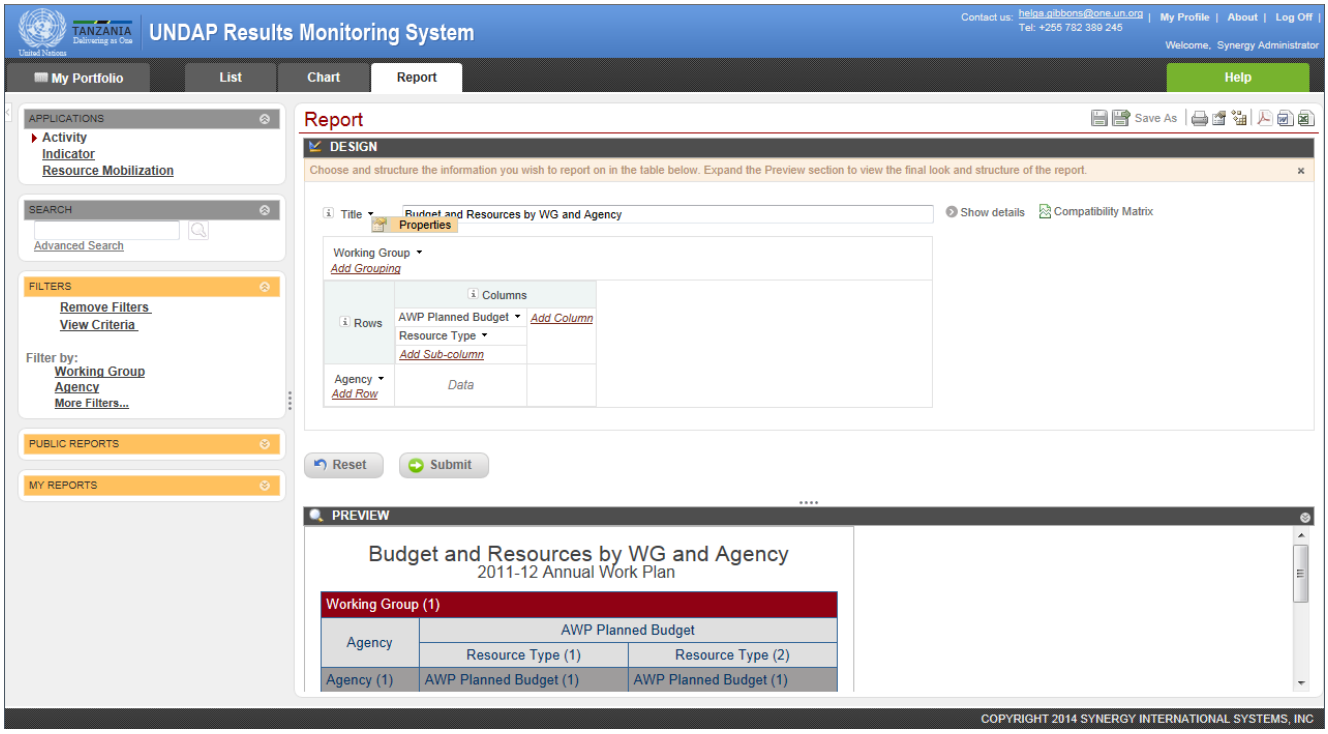


Figure 88: Reports Window with Properties Focus on the Title Field

The *Properties* window will appear. Please note that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 89). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 91).

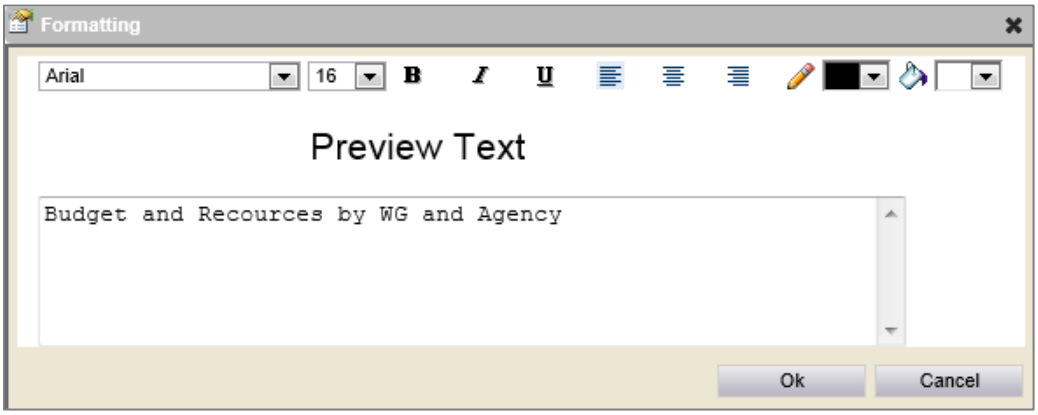


Figure 89: Formatting / Styling Text Entries

3. Change the properties as needed.

   Note: To prevent you navigating away from the section every time when modifying the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do that, you need to select the appropriate instance from the *Items* drop-down list in the *Properties* window. The list contains the previously selected report table components.

4. Click the **Apply** button for the changes to take effect. Clicking the **OK** button will close the window and navigate you to the **Report** module.

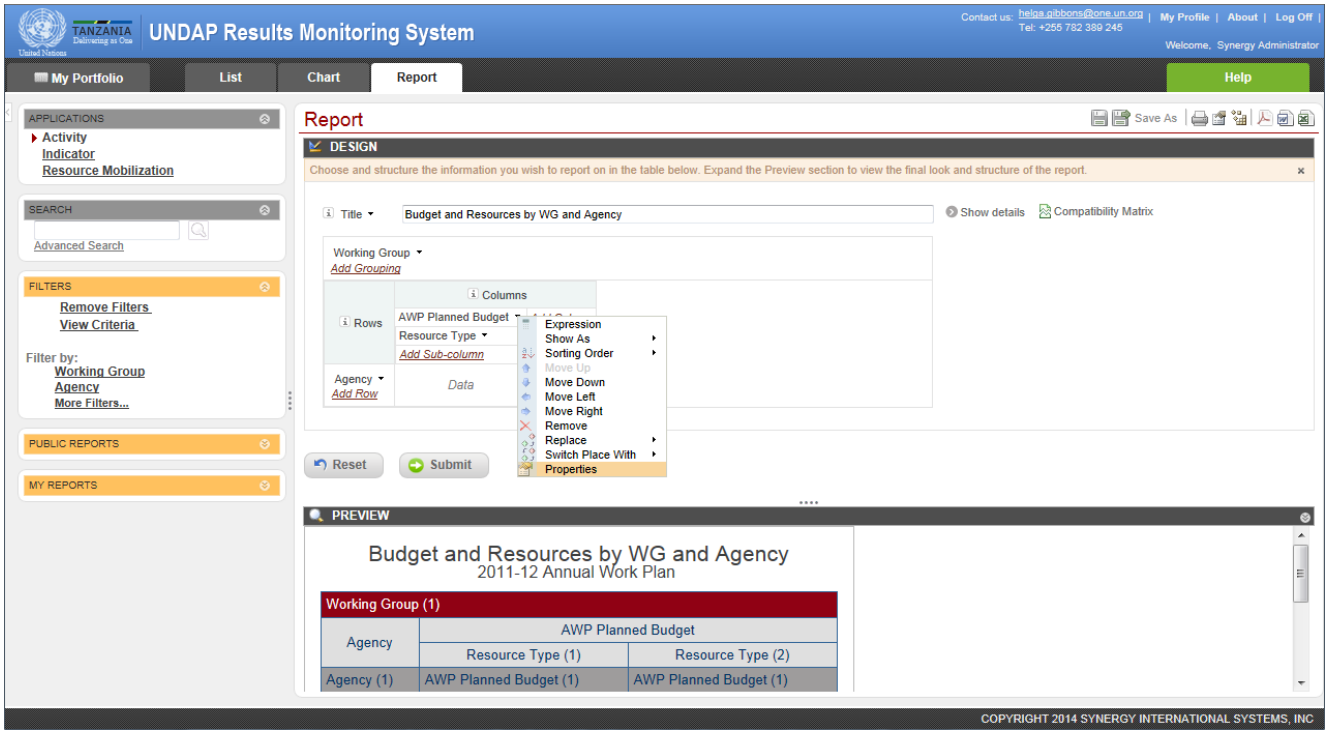


Figure 90: Reports Window with Properties Focus on the Column

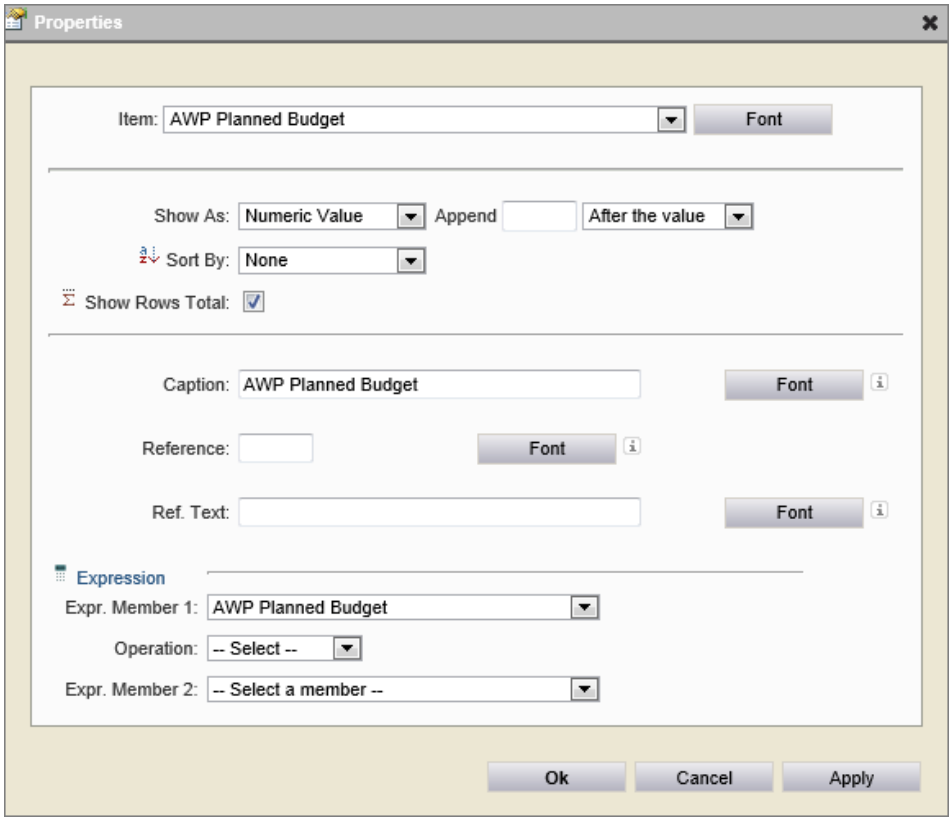


Figure 91: Assigning Properties to Report Table Components

9.6.2 Re-ordering Report Table Components

This option is used to establish and modify the order of the report table components, like rows, columns, etc. In order to re-order report table components, follow the steps below:

1. Click the component item that needs to be reordered in the report.
2. Select the respective **Move Up / Move Down / Move Right / Move Left** option from the menu that appears. The report generated will maintain the order of the items that was displayed in the *Report Designer* (Figure 92).

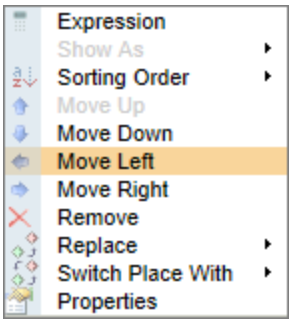


Figure 92: Reordering Report Table Components

Note: If any of these actions is not possible, the respective option will be disabled in the menu.

9.6.3 Sorting Report Table Components

You may change the order in which the table components will appear in the final report. The report table components can be sorted either in an *Ascending* (A-Z) or a *Descending (Z-A)* order. In order to alphabetically sort the report table components, follow the steps below:

1. Click the component item for which the sorting order needs to be changed.
2. Select the **Sorting Order** option from the actions list (Figure 93).
3. Define whether the report item values should be sorted in the ascending or descending order. Please note that selecting the **None** option from the list removes the sorting criteria.

Note: The sorting order for the report components can also be defined from within the *Properties* window.

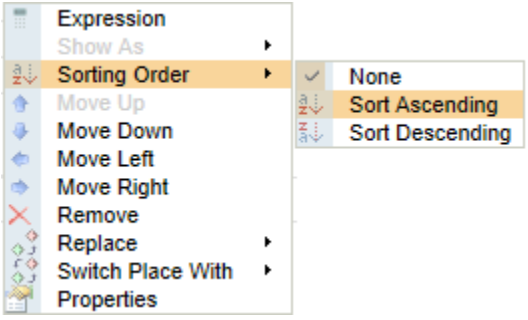


Figure 93: Defining the Sorting Order

9.6.4 Removing a Report Table Component

It is possible to remove a report table component from being included in the report, if this is necessary. In order to remove a report table component, follow the steps below:

1. Click the component item that needs to be removed.
2. Select the **Remove** option from the menu that appears. The selected grouping value will be removed.

9.6.5 Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. If there are sub-columns selected, switching between table groupings / rows and columns is disabled. It is possible to switch between table groupings / rows and sub-columns. In order to switch report table components, follow the steps below:

1. Click the component item that needs to be switched.
2. Select the **Switch Place with** option from the menu that appears (Figure 94).

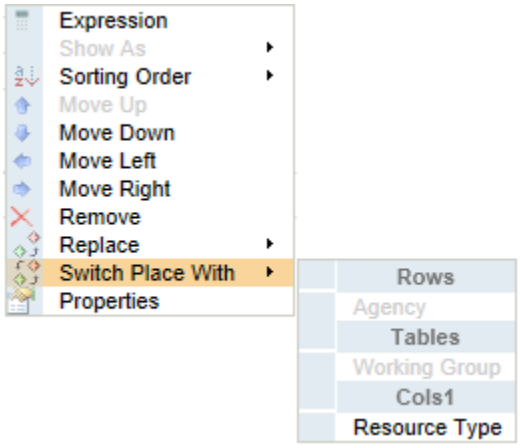


Figure 94: Switching Report Table Components

3. Define what component item the selected instance needs to switch place with. The selected component item will be removed from its current position and added as an item to the specified component. For instance, switching is selected between table grouping and row, the table grouping item will be removed from table grouping and added as the row item, while the row item will 'trade' places with the table grouping item.

10. DETAILS SECTION

RMS has a built-in *Details* section, where detailed activity or indicator information can be viewed. The information displayed in the *Details* section depends on your choice of application. It can be either **Activity** with the key information on an activity (e.g. key actions related to the activity, goods and supplies necessary during activity implementation, etc.) or **Indicator** with the information on the selected indicator (e.g. indicator type, working group, means of verification, target and baseline information, etc).

The *Details* section can be accessed from the *List*, *Chart*, *Report*, and *My Portfolio* modules in the *Activity* application and from the *List*, *Report*, and *My Portfolio modules* in the *Indicator* application. In the *Details* section (Figure 95), users can view detailed activity/indicator information, browse among other activities/indicators listed under the same parent item, print activity/indicator details, etc.

Note: For adding new activities/indicators, administrator rights are required. For details, see the corresponding application user manual in REFERENCES.

10.1 Accessing the Details Section

In order to access the *Details* section, follow the steps below:

1. Access the *Details* section by clicking on the one of the following:
   - In the *My Portfolio* module: Click the respective activity. You will be directed to the **Details** section (Figure 95). For an indicator, choose to add an outcome or output from the respective section.
   - In the *List module*: Click the activity/indicator for the details to be displayed. This will open the *Details* section of the application where more detailed information about the selected item will be displayed.
     Note: Depending on the list representation settings, additional expanding the list items may be required to reach the activity/indicator.
   - In the *Chart* module: Click the chart for the details to be displayed (e.g., click a relevant bar to see what it consists of). This will open the *Details* section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
   - In the *Report* module: Create a report indicating **Activity** or **Indicator** as a value for the report row and click the **Submit** button. For more details on how to create and generate reports, please see Creating a Report. In the report generated, click the activity/indicator link.

2. Take the necessary actions (review the provided information, update and improve as needed). You may also want to print the activity/indicator details, see Printing Activity/Indicator Details for more information. The **Close** button is used to return to the main screen.

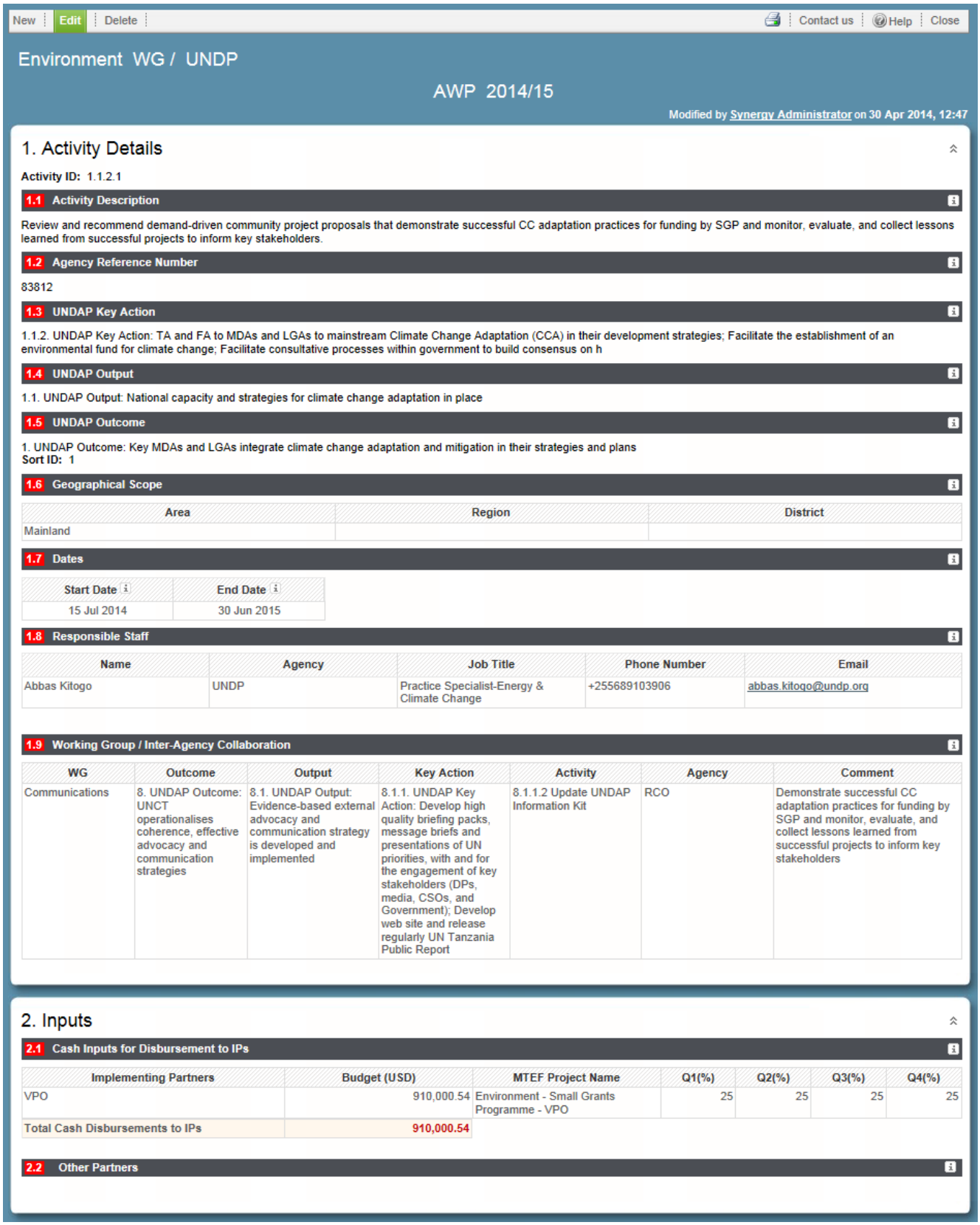

New
Edit
Delete
Contact us
Help
Close
Environment WG / UNDP
AWP 2014/15
Modified by Synergy Administrator on 30 Apr 2014, 12:47
1. Activity Details
Activity ID: 1.1.2.1
1.1 Activity Description
Review and recommend demand-driven community project proposals that demonstrate successful CC adaptation practices for funding by SGP and monitor, evaluate, and collect lessons learned from successful projects to inform key stakeholders.
1.2 Agency Reference Number
83812
1.3 UNDAP Key Action
1.1.2. UNDAP Key Action: TA and FA to MDAs and LGAs to mainstream Climate Change Adaptation (CCA) in their development strategies; Facilitate the establishment of an environmental fund for climate change; Facilitate consultative processes within government to build consensus on h
1.4 UNDAP Output
1.1. UNDAP Output: National capacity and strategies for climate change adaptation in place
1.5 UNDAP Outcome
1. UNDAP Outcome: Key MDAs and LGAs integrate climate change adaptation and mitigation in their strategies and plans
Sort ID: 1
1.6 Geographical Scope
Area
Region
District
Mainland
1.7 Dates
Start Date
End Date
15 Jul 2014
30 Jun 2015
1.8 Responsible Staff
Name
Agency
Job Title
Phone Number
Email
Abbas Kitogo
UNDP
Practice Specialist-Energy & Climate Change
+255689103906
abbas.kitogo@undp.org
1.9 Working Group / Inter-Agency Collaboration
WG
Outcome
Output
Key Action
Activity
Agency
Comment
Communications
8. UNDAP Outcome: UNCT operationalises coherence, effective advocacy and communication strategies
8.1. UNDAP Output: Evidence-based external advocacy and communication strategy is developed and implemented
8.1.1. UNDAP Key Action: Develop high quality briefing packs, message briefs and presentations of UN priorities, with and for the engagement of key stakeholders (DPs, media, CSOs, and Government); Develop web site and release regularly UN Tanzania Public Report
8.1.1.2 Update UNDAP Information Kit
RCO
Demonstrate successful CC adaptation practices for funding by SGP and monitor, evaluate, and collect lessons learned from successful projects to inform key stakeholders
2. Inputs
2.1 Cash Inputs for Disbursement to IPs
Implementing Partners
Budget (USD)
MTEF Project Name
Q1(%)
Q2(%)
Q3(%)
Q4(%)
VPO
910,000.54
Environment - Small Grants Programme - VPO
25
25
25
25
Total Cash Disbursements to IPs
910,000.54
2.2 Other Partners

Figure 95: Details Section

10.2 Printing Activity / Indicator Details

In the *Details* section, you can print out the details of the selected activity/indicator. In order to print out the selected item details, follow the steps below:

1. Click the **(Print)** button in the top toolbar. A window with printer settings appears.
2. Choose the printer settings as needed and press **Print**.

10.3 Adding an Activity / Indicator

In the *Details* section, you may also add new activities or indicators. However, this action is available to the administrators and users with administrative permissions. For more details on how to add new activities and provide the relevant information, refer to the *UNDAP RMS Activity Application User Manual* in REFERENCES. For more details on how to add new indicators and provide the indicator related information, please refer to the *UNDAP RMS Indicator Application User Manual* in REFERENCES.

10.4 Editing an Existing Activity / Indicator

In the *Details* section, you may also edit those existing activities/indicators that have been either created by yourself or you have permissions to manage. In order to edit existing items, follow the steps below:

1. Click the **Edit** button at the top of the *Details* window. The data input window appears which is described in the corresponding application's user manual, see REFERENCES.
2. Make the appropriate changes in the input window and save.

11. CUSTOMIZED REPORTING

RMS is used to customize the already-created reports in the List, Chart, and Report modules, i.e. to define the way the numeric values can be displayed, their format, the number of the items to be displayed, etc. You may re-organize the reports in the desired way: include it into a group of reports or create a new report group for it, rename the report, etc. *RMS* also enables you to export the reports to the desired format (Word, Excel, etc.) or print them out.

11.1 Setting Report Options

In the *List* and *Report* modules, you can set the report options, i.e. define whether the numeric values should be displayed in thousands, millions, etc. In order to set the report options, follow the steps below:

1. Click the **(Set Options)** button in the top toolbars. An *Options* window (Figure 96) will appear.
2. Define the format in which the numeric values should be displayed, i.e. whether the original values should be displayed or they should be shown in thousands, millions, etc. This prevents large numeric values represented by many zeros from taking a lot of space in the report.
3. Specify whether the empty / unspecified rows should be hidden by ticking the respective check-box.

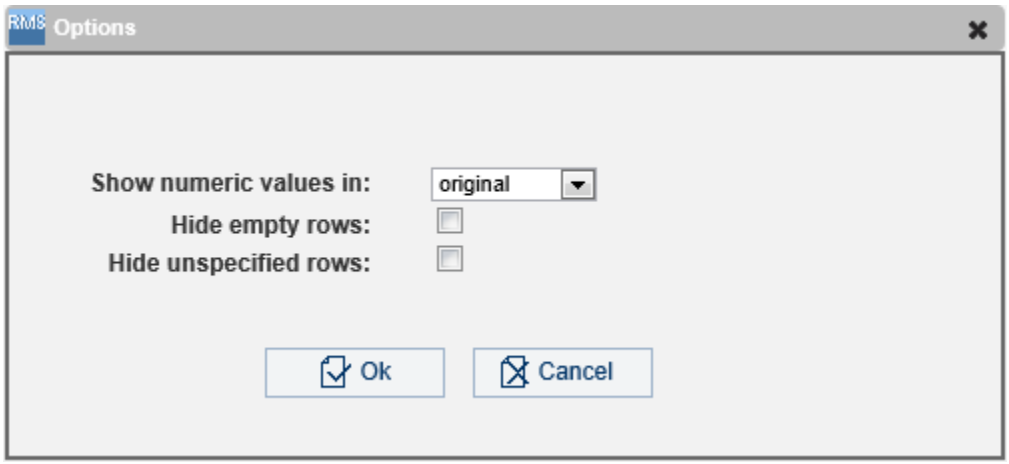


Figure 96: Setting the Report Options

4. After finishing, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

11.2 Saving Reports

After creating reports of different types, you can memorize them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who access application or in the *My Reports* group available to you only.

There are two ways of saving a report in *RMS* application. You can save a newly-created report, or save a copy of an existing report with a different name, in a different location, or with a different content.

11.2.1 How to Save New Reports

From the *List*, *Chart*, and *Report* modules, you can design an appropriate report and save it.

In order to save the report created, follow the steps below:

1. Click the **(Save)** button on the top right side of the screen. A *Memorize Report* window (Figure 97) will appear.
2. Define the report name in the *Memorized Name* field.

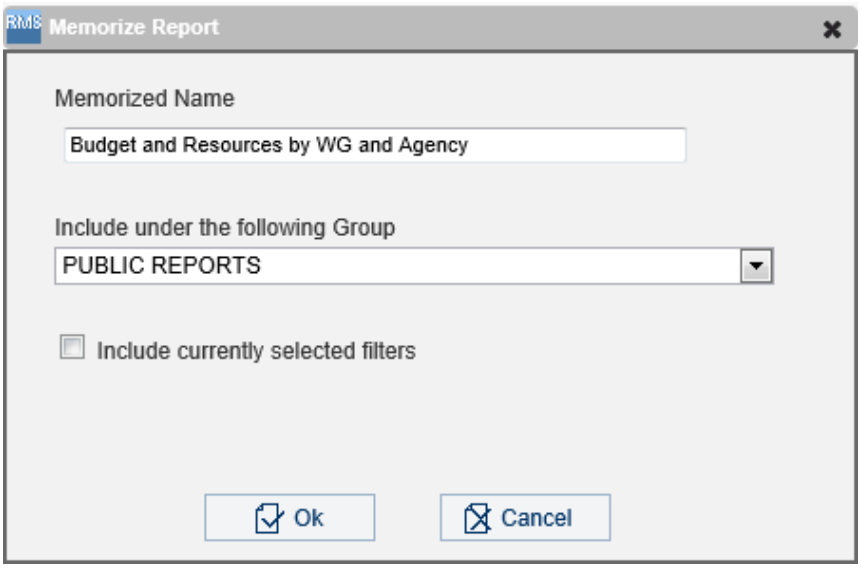


Figure 97: Memorizing a Report

3. Specify the group the report will be included in by selecting the appropriate value from the **Include under the Following Group** combo box.
4. Check the **Include currently selected filters** checkbox to save filtering defined along with the report.
5. Click the **OK** button to save the report for future reference or click **Cancel** to discard the changes made.

11.2.2 How to Save a Copy of the Report

In *RMS*, you can save a copy of an existing report. The copy of the report can be saved in a different location, with a different name or edited content.

In order to save a copy of a report, follow the steps below:

1. Click the Save As button on the top right side of the screen. A *Memorize Report* window (Figure 97) will appear.
2. Save the report by the steps described in the section above.

11.3 Re-organizing Reports

You can organize the reports in the desired way, i.e. rename the reports, create groups to include reports under, etc.

From the *List*, *Chart,* and *Report* modules, you can design appropriate reports and organize them in the preferred way. In order to organize the reports, click the respective **(Organize Views / Charts / Reports)** button at the top right side of the Screen. An *Organize Reports* window (Figure 98) will appear. You may perform the following actions:

- Renaming Reports and Report Groups
- Deleting Reports or Report Groups
- Adding a Sub-group
- Re-ordering Reports and Groups
- Setting a Report as Default
- Setting a Report as Default for Public Users

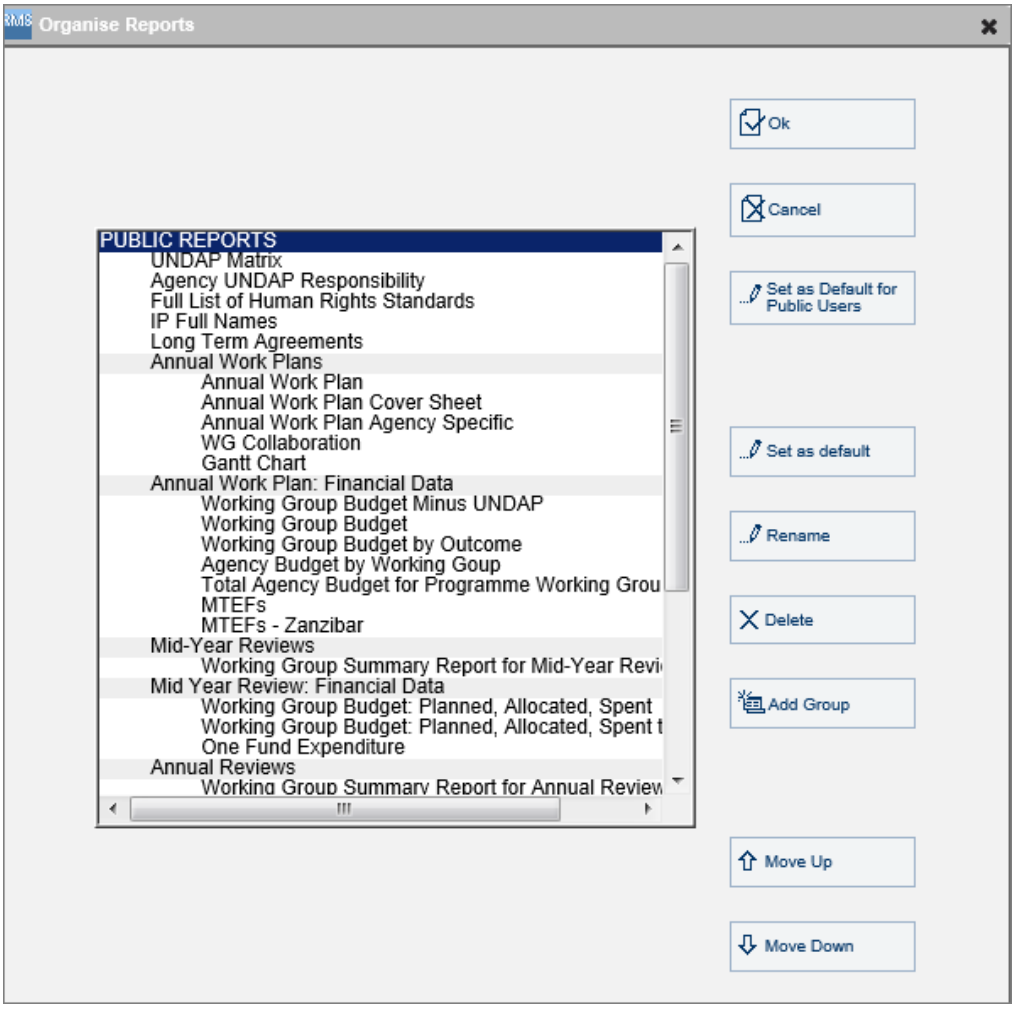


Figure 98: Organizing the Reports

11.3.1 Renaming Reports and Report Groups

In order to rename a report/report group, follow the steps below:

1. Highlight the report/report group to be renamed.
2. Click the **Rename** button.
3. Fill in the desired name for the report/report group.
4. Click the **Enter** keyboard button to confirm renaming.

Note: *Public Reports* and *My Reports* groups cannot be renamed.

11.3.2 Deleting Reports or Report Groups

In order to delete a report/report group, follow the steps below:

1. Highlight the report/report group to be deleted.
2. Click the **Delete** button.
3. Click the **OK** button to confirm deletion.

Note: *Public Reports a*nd *My Reports* groups cannot be deleted.

11.3.3 Adding a Sub-group

In order to add a sub-group, follow the steps below:

1. Click the **Add Group** button.
2. Fill in the desired name for the sub-group.
3. Click the **Enter** keyboard button to confirm adding.

11.3.4 Re-ordering Reports and Groups

In order to re-order reports/report groups, follow the steps below:

1. Highlight the report/report group the sorting order of which needs to be changed.
2. Click the **Move Up / Move Down** button.

11.3.5 Setting a Report as Default

In order to set a report as default, follow the steps below:

1. Highlight the report to be displayed in the respective module when you access it.
2. Click the **Set as Default** button. The selected report will be marked with *(default for me)* option.

Note: This option is available only in the *Chart* and *Report* modules.

11.3.6 Setting a Report as Default for Public Users

In order to set a report as default for public users, follow the steps below:

1. Highlight the report to be displayed in the respective module when a public user accesses it.
2. Click the **Set as Default for Public Users** button. The selected report will be marked with *(default for public users)* option.
   Note: This option is available only in the *Chart* and *Report* modules.

Note: The **Set as Default for Public Users** button is only available for administrators and will save the current view as a default for all unregistered/public users.

11.4 Viewing Pre-defined Reports

In the *List, Chart*, and *Report* modules, you can view the pre-defined reports stored under **Public Views/Charts/Reports** or **My Views/Charts/Reports** section (see *Main Menu Bar* description in RMS ANALYTICS STRUCTURE) for data analysis and comparison. For this purpose, select the report to display and click one of the following **Generate Report** buttons to the left of the report name:

- - in the *List* module;
- - in the *Chart* module;
- - in the *Report* module.

The selected report will open in the application window (*List* and *Chart* modules) or a new window (*Report* module). The same results can be achieved if you click the report name.

11.5 Editing Pre-defined Reports

To save you the time and the effort of structuring a report from the scratch when it is necessary to introduce some modifications in any of the pre-defined reports stored under **Public Reports** or **My Reports**, the *Edit* option has been designed in the *Report* module.

In order to edit reports, click the **(Edit)** button to the left of the report to edit. The selected report structure will be loaded in the application window giving you the possibility of formatting and styling it in the desired way. For more details on how to apply formatting to the reports, see Customizing Reports.

The pre-defined *List* and *Chart* reports stored in **Public Views/Charts** or **My Views/Charts** can also be edited after you have selected to view them (see Viewing Pre-defined Reports). Once the selected report is loaded in the application window, make the appropriate changes and save them. If you wish to keep the modifications, do not forget to save the modified report, see Saving Reports.

11.6 Exporting Reports

From the *Chart* and *Report* modules, you can design appropriate reports and export them in the PDF, MS Word and MS Excel formats.

In order to export the reports in the PDF, MS Word and MS Excel formats, follow the steps below:

1. Click the respective **(Export in PDF Format)** / **(Export in MS Word Format)** / **(Export in MS Excel Format)** button. A separate window will open.
2. Make changes, if necessary.

11.7 Printing Reports

From the *Chart* and *Report* modules, you can design appropriate reports and print them out. In order to print out the selected report, follow the steps below:

1. Click the **(Print)** button on the top toolbar in the right side of the screen. A separate window will open.
2. Select the **Print** option.

12. FILTERING

The system allows for data filtration. Filtering is used to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which enables to implement new filtering over the results of the previous one. This option reduces the size of reports and makes them easier to read. Filters can be added to new or existing reports. Defined filtering is applicable for list, reports, and charts.

The list of the most frequently used filter categories is displayed under the *Filter By:* section. The list of all available filter categories is displayed when the *More Filters* section is accessed.

12.1 Creating Filtering Criteria

Follow the instructions below to create filtering criteria:

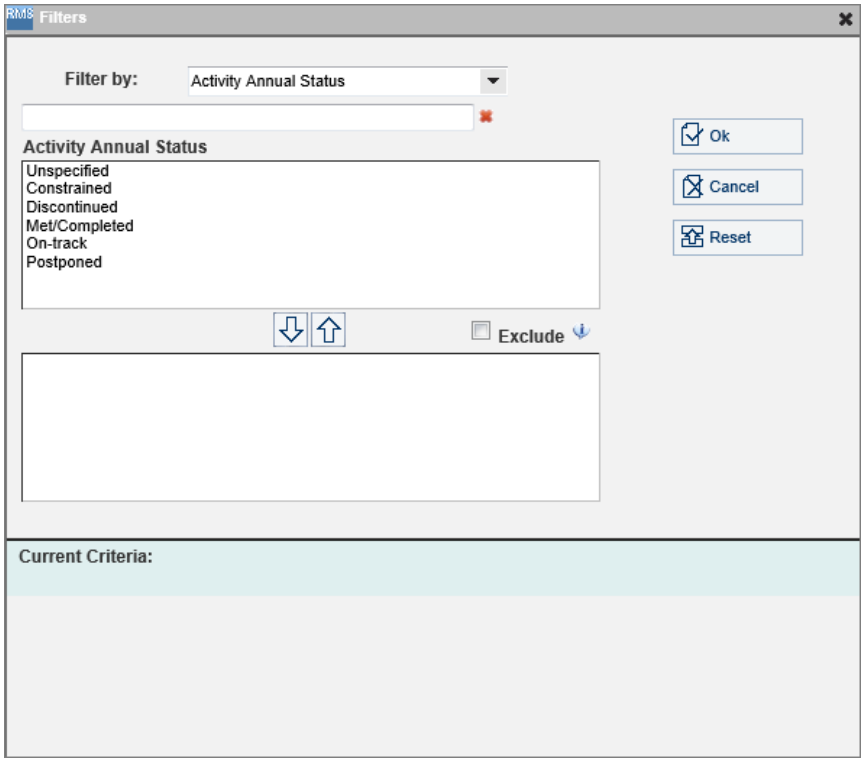


Figure 99: Creating a Filtering Criteria

1. Click the hyperlink under the *Filtering* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 99) will appear having the *Category Item* pull down menu set to the selected *Category*. The first text area holds a list of all the available *Category* items that the report could display, whereas the second text area holds a sub-set list of the first one. You can only edit the sub-set list in the second text area. At the end of the filtering, if the sub-set list is empty, all the *Category* items will be included in the report. If, however, the sub-set is non-empty, only the items in the sub-set list will be included in the report. At the bottom of the pop-up window the

selection criteria from all categories are presented. This view is also available from the main screen under the **View Criteria** hyperlink.

2. Select a *Category* item from the list in the first text area.
   Note: In case the category items list is long and hard to browse in, you can search for a specific item(s) by providing search criteria in the respective field. The search result will return all possible matches (Figure 100).
3. Click the downward-pointing arrow button to add the item selected to the list in the second text area.
4. Repeat steps 2 and 3 to add more than one *Category* item.
   Note: If a *Category* item needs to be removed from the second text area, select it from the list in the second text area and click on the upward-pointing arrow button.
5. Click the **OK** button to apply the filtering to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List or Chart). The system will regenerate and download, to the client's side, an updated report that applies the updated filtering criteria.

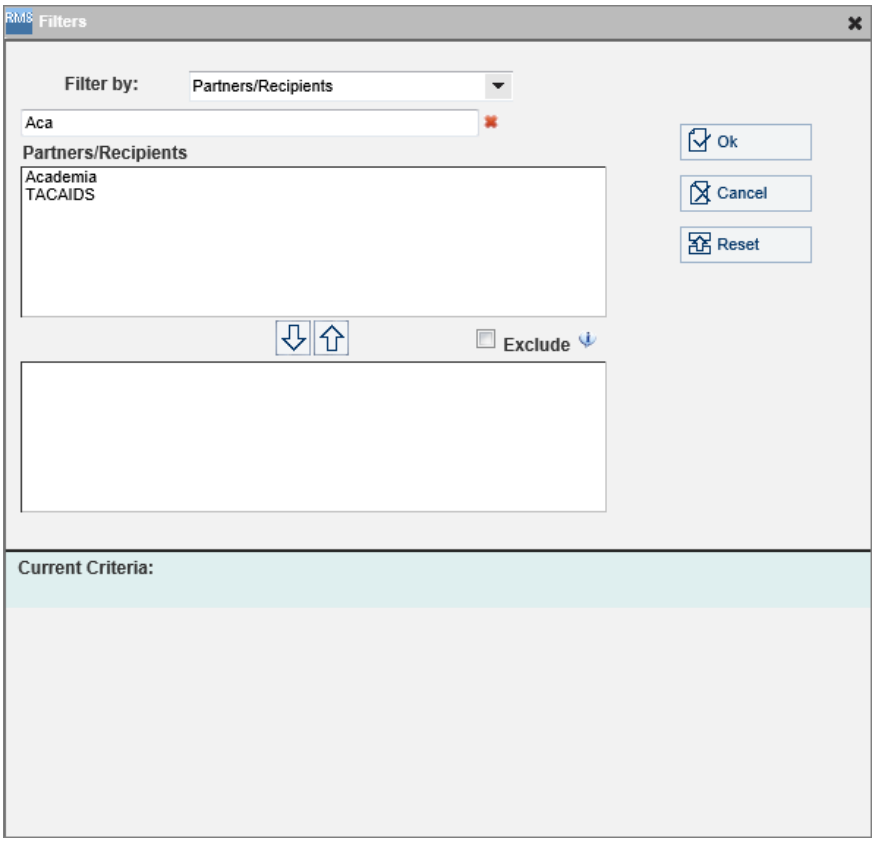


Figure 100: Searching for a Filter Category Item

Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. Select the *Exclude* checkbox in this case. All the *Category* items that appear in the second text area will be excluded from the filtering criteria to be created.

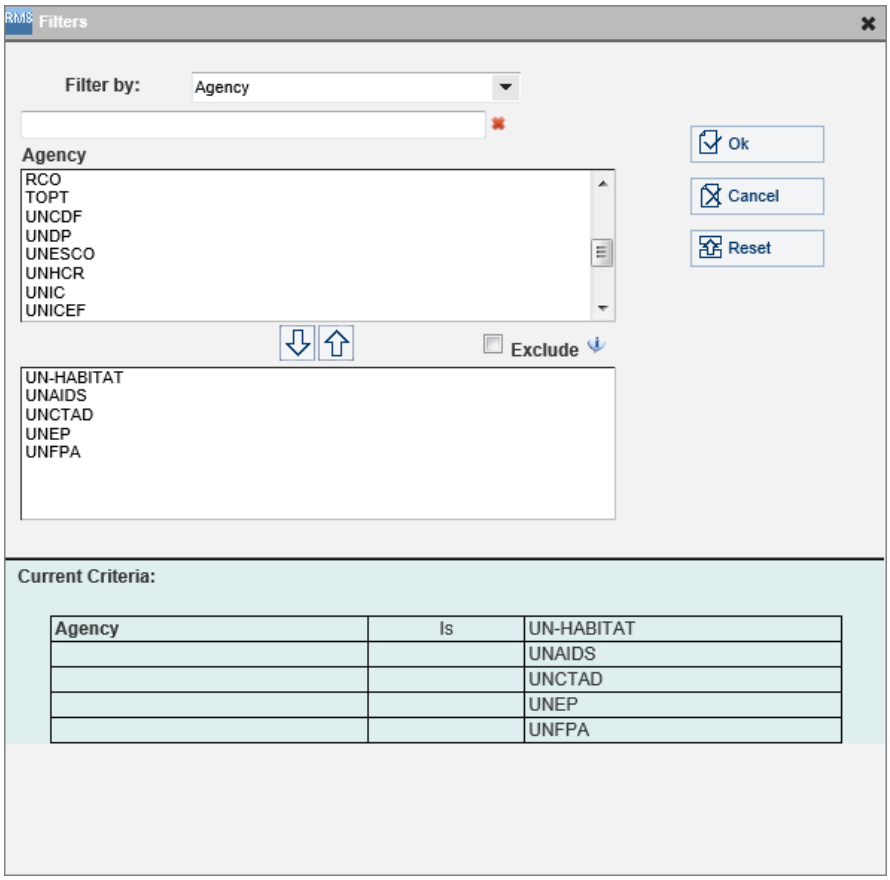


Figure 101: Defining Sample Filtering Criteria

12.2 Sample Filtering Criteria

If the following has been selected for the initial view, and you have indicated:

- **Agency** as a filtering category; and,
- **UN-HABITAT**, **UNAIDS**, **UNCTAD**, **UNEP**, and **UNFPA** as category items (Figure 101).

The following filtered list will appear (Figure 102):

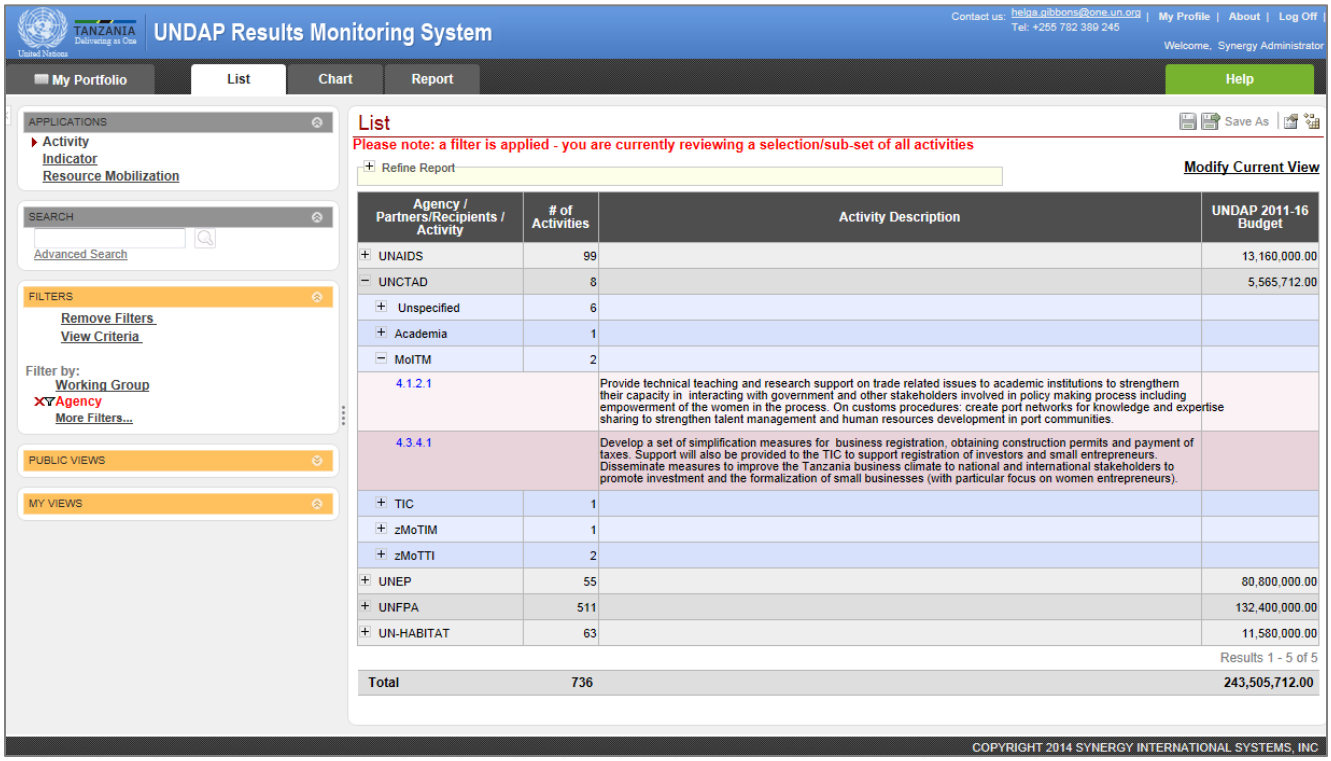

TANZANIA
Delivering as One
United Nations
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | My Profile | About | Log Off |
Tel: +255 782 389 245
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
APPLICATIONS
Activity
Indicator
Resource Mobilization
SEARCH
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Working Group
Agency
More Filters...
PUBLIC VIEWS
MY VIEWS
List
Save As
Please note: a filter is applied - you are currently reviewing a selection/sub-set of all activities
Refine Report
Modify Current View
Agency / Partners/Recipients / Activity
# of Activities
Activity Description
UNDAP 2011-16 Budget
UNAIDS 99 13,160,000.00
UNCTAD 8 5,565,712.00
Unspecified 6
Academia 1
MoITM 2
4.1.2.1 Provide technical teaching and research support on trade related issues to academic institutions to strengthern their capacity in interacting with government and other stakeholders involved in policy making process including empowerment of the women in the process. On customs procedures: create port networks for knowledge and expertise sharing to strengthen talent management and human resources development in port communities.
4.3.4.1 Develop a set of simplification measures for business registration, obtaining construction permits and payment of taxes. Support will also be provided to the TIC to support registration of investors and small entrepreneurs. Disseminate measures to improve the Tanzania business climate to national and international stakeholders to promote investment and the formalization of small businesses (with particular focus on women entrepreneurs).
TIC 1
zMoTIM 1
zMoTTI 2
UNEP 55 80,800,000.00
UNFPA 511 132,400,000.00
UN-HABITAT 63 11,580,000.00
Results 1 - 5 of 5
Total 736 243,505,712.00
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Figure 102: Filtered List

13. SEARCH

RMS is equipped with a comprehensive search mechanism, which allows searching for any relevant information.

13.1 Simple Search

The simple search interface is available to find any relevant information quickly and easily within the integrated *RMS* content. Simple search implies that you can type search operators directly into the search box.

13.2 Advanced Search

In addition to providing easy access to the content, *RMS* has a number of specific features that is used to find exactly what is looked for. One of these features is advanced search that allows setting different complex conditions using the *Advanced Search* form. It gives several additional fields which may be used to qualify searches by such criteria as district, sub-sector, project title, etc.

Follow the instructions below to create search criteria:

1. Click the **Advanced Search** link under the *Filters* section. You will then be redirected to the *Filters* section (Figure 103).

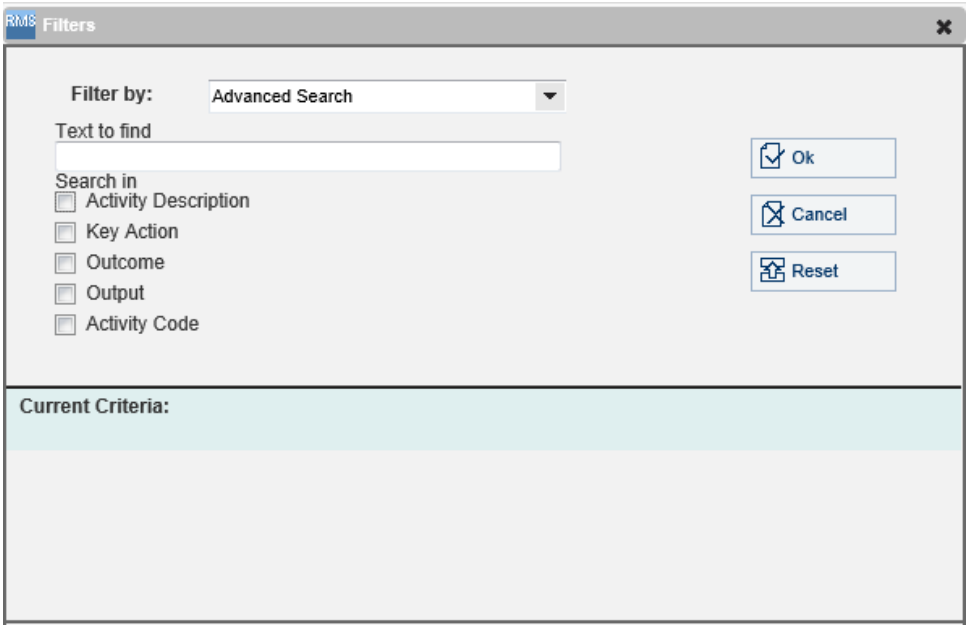

Figure 103: Creating a Search Criteria

2. Define the text to search for in the appropriate field.
3. Specify the fields to look in by selecting the appropriate checkbox(es).
4. Click the **OK** button to apply the search criteria to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List or Chart).

Note: The simple search (searching on all fields) is also available at the bottom of the *Filters* section.

13.3 Sample Search Criteria

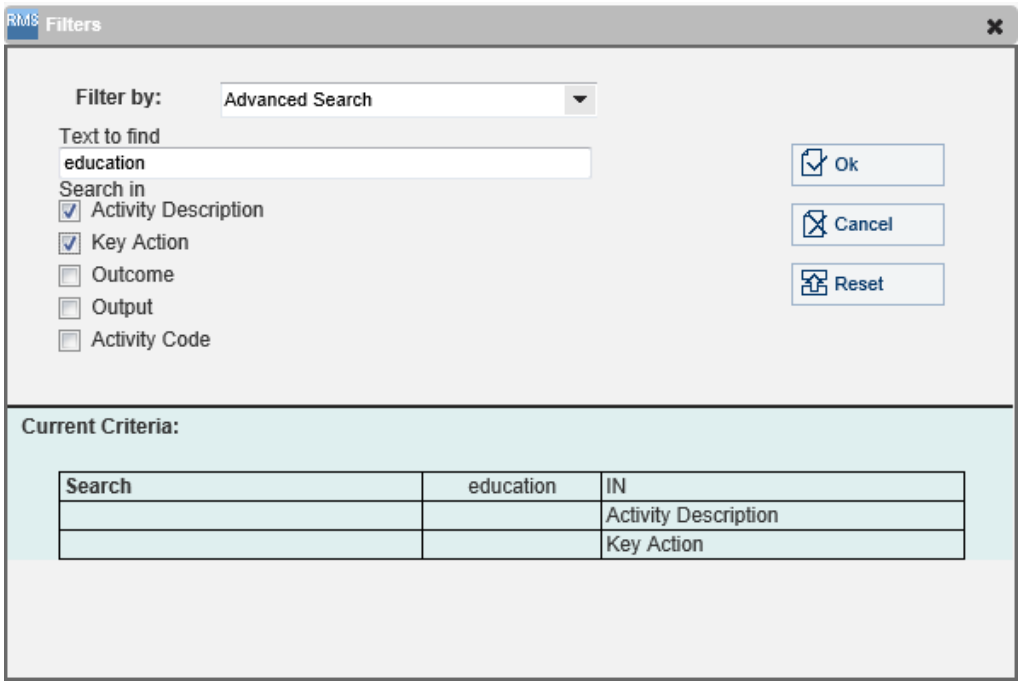

Figure 104: Defining Search Criteria

If you have selected to look for **education** among activity descriptions and key actions (Figure 104), the following search results (Figure 105) will appear.

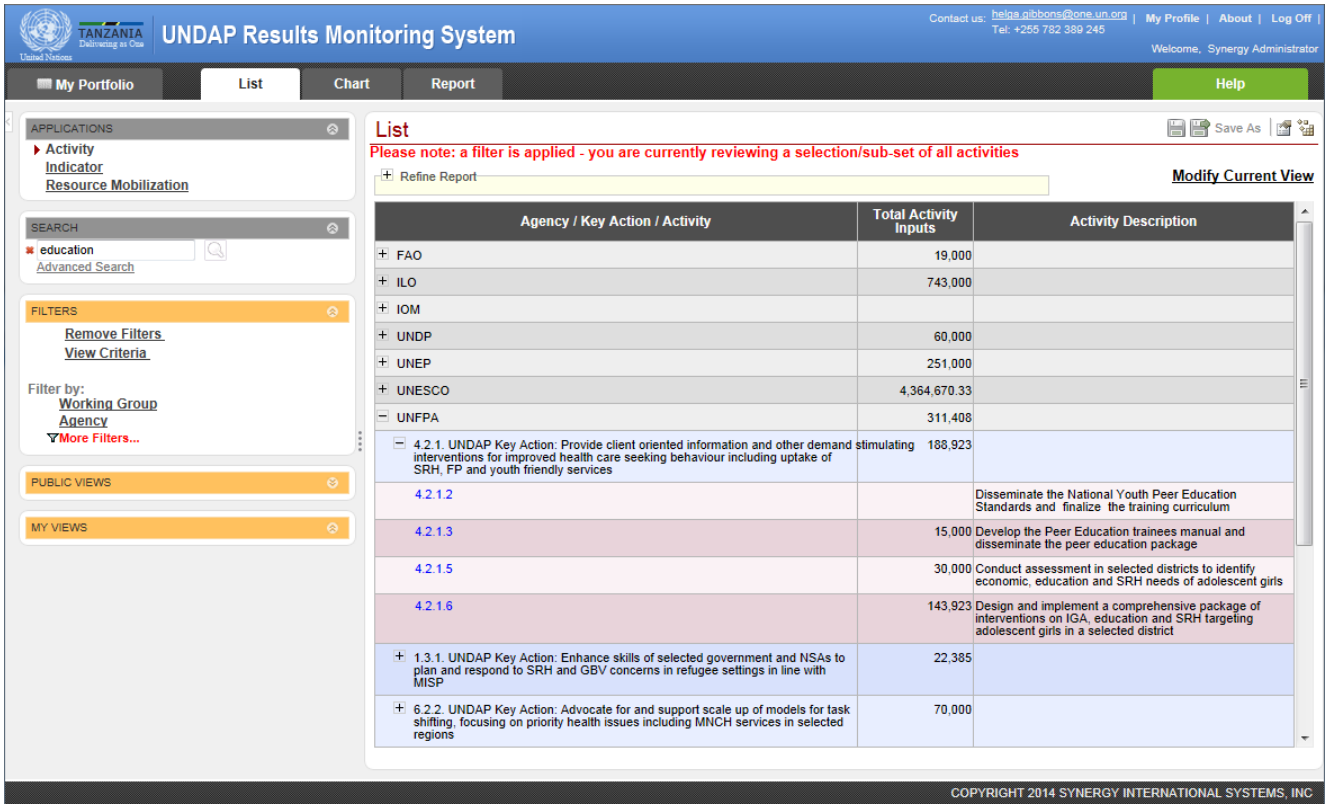
TANZANIA
Delivering as One
United Nations
UNDAP Results Monitoring System
Contact us: helga.gibbons@one.un.org | Tel: +255 782 389 245
My Profile | About | Log Off |
Welcome, Synergy Administrator
My Portfolio
List
Chart
Report
Help
APPLICATIONS
Activity
Indicator
Resource Mobilization
SEARCH
education
Advanced Search
FILTERS
Remove Filters
View Criteria
Filter by:
Working Group
Agency
More Filters...
PUBLIC VIEWS
MY VIEWS
List
Save As
Please note: a filter is applied - you are currently reviewing a selection/sub-set of all activities
Refine Report
Modify Current View
Agency / Key Action / Activity
Total Activity Inputs
Activity Description
FAO 19,000
ILO 743,000
IOM
UNDP 60,000
UNEP 251,000
UNESCO 4,364,670.33
UNFPA 311,408
4.2.1. UNDAP Key Action: Provide client oriented information and other demand stimulating interventions for improved health care seeking behaviour including uptake of SRH, FP and youth friendly services 188,923
4.2.1.2 Disseminate the National Youth Peer Education Standards and finalize the training curriculum
4.2.1.3 15,000 Develop the Peer Education trainees manual and disseminate the peer education package
4.2.1.5 30,000 Conduct assessment in selected districts to identify economic, education and SRH needs of adolescent girls
4.2.1.6 143,923 Design and implement a comprehensive package of interventions on IGA, education and SRH targeting adolescent girls in a selected district
1.3.1. UNDAP Key Action: Enhance skills of selected government and NSAs to plan and respond to SRH and GBV concerns in refugee settings in line with MISP 22,385
6.2.2. UNDAP Key Action: Advocate for and support scale up of models for task shifting, focusing on priority health issues including MNCH services in selected regions 70,000
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Figure 105: Search Results

14. LOGGING OFF

Once you have finished using the application it is necessary to terminate the session and log out. In order to log out from the application, select the **Log Off** option in the upper right corner of the application window.

15. ABBREVIATIONS GLOSSARY

AR	Annual Review
AWP	Annual Work Plan
CCC	Cross Cutting Considerations
IP	Implementing Partner
M&E	Monitoring and Evaluation
MPTF	Multi-Partner Trust Fund
MoV	Means of Verification
MYR	Mid-Year Review
PWG	Programme Working Group
Q1-4	Year quarter 1-4
RMS	Results Monitoring System
RMAP	Resource Mobilization Action Plan
TBC	To Be Confirmed
UN	United Nations
UNDAP	United Nations Development Assistance Plan
WG	Working Group

16. REFERENCES

Please refer to the following RMS related documents:

- UNDAP Tanzania RMS Activity Application User Manual
- UNDAP Tanzania RMS Indicator Application User Manual
- UNDAP Tanzania RMS Administration Center User Manual